

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. E. A. TAMM

FROM : R. A. ROSEN

SUBJECT: STATUS REPORTS

DATE June 13, 1946

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	12
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Mohr	
Mr. Carson	
Mr. Hendon	
Mr. Mumford	
Mr. Jones	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

This is to advise that 250 investigative reports submitted during the week beginning June 10, 1946 have been examined in the Investigative Division to determine which were status or interim reports. It was found that 43 of the reports were in this category. This figure represents a percentage of 17.2.

ACTION TO BE TAKEN

The field offices which prepared the 43 status reports are being advised by form letter of these delinquencies.

RECORDED &amp; INDEXED

303 166-2435-  
F B I  
36 JUN 20 1946  
EX-26

53 JUL 1 - 1946

**RECORDED**

21-33

61-215-451

**FEDERAL PROCEDURE RULES  
SUMMARY REPORTS**

**FCH:ER**

NOTE: Joint Committee, consisting of Messrs. Conroy, Scheidt, Harbo, and Hendon, considered this and felt that there was no need for a change in the rules; that good judgment and common sense interpretation of the rules presently will eliminate the preparation of unnecessary summary reports.

The Executives Conference on 6/11/46, with Messrs. Tolson, Quinn Tamm, Harbo, Hendon, Lee, Mumford, Nichols and Rosen in attendance, unanimously agreed with the Joint Committee.

Tolson \_\_\_\_\_  
L. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Harbo \_\_\_\_\_  
London \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Randy \_\_\_\_\_

57 JUL 15 1946

RECEIVED - DIRECTOR  
U.S. DEPT. OF JUSTICE

~~Jan 12~~ 9 54 AM '46

RECORDED COPY FILED IN 16-2554

JOHN EDGAR HOOVER  
DIRECTOR



**Federal Bureau of Investigation**  
**United States Department of Justice**

Washington, D. C.

202 U. S. Court House  
El Paso, Texas  
May 29, 1946

*No suggestion  
number given*

Director, FBI

RE: ~~FEDERAL PROCEDURE RULES~~

Dear Sir:

The present Bureau regulations provide that in all cases where there will be probable prosecution, a prosecutive summary must be prepared. Under the new ~~Federal rules of procedure~~ a defendant may waive indictment by Federal Grand Jury. Under this procedure the defendants in this district are taken before the Federal Court a day or two after their arraignment. It would appear under the circumstances that the preparation of the usual prosecutive summary would serve no valuable purpose and, in fact, in practically all instances it would be impossible to dictate and transcribe a prosecutive summary for use before the Federal Court. ~~DEFERRED RECORDING~~ *Apm*

It should be noted that in these cases the defendant has given definite indications that he is going to plead guilty. Of course, where there is any indication that he may enter a not guilty plea, a ~~prosecutive summary~~ report would be submitted.

It is, therefore, suggested that the Bureau rules and regulations be amended to the effect that in such instances as set out above prosecutive summaries are not necessary.

Very truly yours,

*R. C. Suran*  
R. C. SURAN,  
SAC

WSC/her  
25-00

*Letter to El Paso*  
*R. C. H. - Joint Committee*

RECORDED

&  
INDEXED

320

30 JUN 18 1946

66-2435-451

F B I

EX-33

SIX 97  
TWO 210



*Suggestion # 224*

Birmingham, Ala  
April 30, 1946.

MEMO SAC:

Reference is made to Bureau Bulletin No. 19, Series 1946, dated April 4, 1946, Section D, Item (2) wherein it is stated that "Hereafter, the complete title will not be required in instances where the title of a report is CHANGED....."

It is suggested that this modification in the rules might tend to hinder, rather than help the Agents in the preparation of their reports for dictation, for the following reasons: In files where the title is frequently changed, as is often the case in the more voluminous ones, when investigation or the receipt of a criminal record indicates what appears to be a new alias, it will not only be necessary to refer to the last report which did carry a complete title to verify whether this apparently new alias has not been listed theretofore, but it will also be necessary to check each subsequent report to determine whether the title has already been marked changed to include the alias in question. This additional checking will also be required when it does become necessary to set forth a complete title for the benefit of offices receiving undeveloped leads, where such complete title is necessary or useful in the investigation being requested.

For the above reasons it is my belief that it would be simpler to follow the old rule in this matter and set forth the complete title each time it is changed so that future changes would require the checking of only the last report which carried a CHANGED title.

AGNES TOWNLEY  
Supervisory Stenographer.

RECORDED  
INDEXED

66-2435-452

*Joint Committee Memo*

32 JUN 26

*R.T.H. 6-7-46.*

*Conf. action 6-12-46*

*RTH*

57 JUL 9 - 1946

*Investigative Reports*

EX-103  
PERS. FILES  
JUN 16 1946



## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : THE JOINT COMMITTEE

DATE: 6/7/46

SUBJECT: SUGGESTION #224

EMPLOYEE: AGNES TOWNLEY

BIRMINGHAM FIELD DIVISION

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Mr. Gandy

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau revert to the former rule requiring that the complete title of a report be set out where the title of a report is changed.

## ADVANTAGES:

1. This procedure would eliminate the necessity for some review of the file on the part of the Agent dictating the report to ascertain the full title when necessary to set it out.
2. It would make it easier to index changes in titles inasmuch as the nature of the changes would be more obvious.

## DISADVANTAGES:

1. The amount of time spent in setting out the complete title in all changed title reports would outweigh the advantage gained under the proposal.
2. Under the present rule the change in the title is set out in the first paragraph of the details and the necessary information for indexing can thus be obtained readily.
3. The present rule does not prohibit the setting out of the complete title and hence if common sense reasons exist for doing it in a particular case this may still be done.

RECOMMENDATION: Unanimously unfavorable.

RTH:ER

## EXECUTIVES CONFERENCE CONSIDERATION:

On June 12, 1946, the recommendation of the Executive Conference composed of Messrs. Tolson, E. A. Tamm, Q. Tamm, Hendon, Hince, Ladd, Lee, Rosen, and Harbo, was unanimously unfavorable.

RTH:AF

OK  
H.

RECORDED  
INDEXED  
64

66-2435-453  
JUN 26 1946

57 JUL 9 - 1946  
cc: Mr. Clegg  
Mr. Hendon

EX-133

THREE

Copy filed in 66-25174  
of Investigative Reports

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: April 19, 1946

FROM: A. E. LEONARD

SUBJECT: MODIFICATION IN METHOD OF RECORDING  
DATA FROM INVESTIGATIVE REPORTS

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

At the present time information concerning Bureau accomplishments (convictions, sentences, recoveries, etc.) is recorded from investigative reports on to a 3x5 intermediate code card. This card is checked by a second employee against the investigative report. The card is then punched and the punching verified. The punched cards are listed on the IBM tabulator periodically and this listing is checked against the 3x5 intermediate code cards. The tabulating cards are then used to prepare the necessary Federal reports.

In view of the contemplated reduction of personnel in this Section, some modification in the procedure followed in recording data from investigative reports is essential in order to conserve employee time.

Recommendations:

It is recommended that effective July 1, 1946, the procedure outlined above be modified and statistical data be recorded from investigative reports in the following manner:

1. Information punched directly from the investigative report to the tabulating card. This would eliminate the preparation and checking of 3x5 intermediate code cards.
2. The punched cards would be interpreted (data punched is thus printed at top of card) and checked directly against the investigative reports. This would eliminate the mechanical verifying of the tabulating cards.
3. The interpreted tabulating cards would be used as the permanent index of recorded statistical data instead of the intermediate code cards.
4. All filing, checking for duplicates, as well as the elimination of cards from the files, could be accomplished automatically by IBM machines, rather than by hand as at present.

The procedure outlined above is dependent on the use of certain IBM equipment assigned to the Machine Accounting Unit of the Chief Clerk's office. It is estimated that we would need the Interpreter for as much as one hour a day, and the Collator for about four or five hours a month.

If the above recommendations are approved, it is estimated that the time of one full employee can be saved in the Federal Unit of this Section. It will be necessary to revise our tabulating cards and tabulating sheets; however, our present supply of tabulating cards will be exhausted by July 1, 1946, and new cards will have to be ordered anyway. The design of the card will depend on whether this memorandum is approved.

51 JUL 8 1946

RECORDED COPY FILED IN 66-2362

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: June 13, 1946

FROM : SAC, Miami

SUBJECT: LISTING COMPLETE TITLE IN  
INVESTIGATIVE REPORTS

Reference is made to Bureau Bulletin 19, dated April 4, 1946, advising that thereafter the complete title will not be required in instances where the title of the report is changed, and pointing out that care should be exercised to see that the actual modifications are explained in the first paragraph of the details of the report.

You are requested to advise this office whether or not the new alias for the subject should appear in the title or whether or not this new alias should only appear in the first paragraph of the details.

EMH:evf

*Evf  
JAC  
6-21-46*

RECORDED

EX - 47

166-2435-4574  
JUN 26 1946

*C. T. W.*

RECORDED

SAC, MIAMI  
DIRECTOR, FBI

JUNE 21, 1946

455  
LISTING COMPLETE TITLE IN INVESTIGATIVE REPORTS

Your communication of June 13, 1946, refers to Bureau Bulletin #19 April 4, 1946, which advised that it was no longer necessary to set forth the complete title in a report when the title is changed.

You specifically requested advice as to whether or not a new alias for a subject should appear in the title or whether this new alias should only appear in the first paragraph of the details. Under the new rule it is not necessary to set forth the new alias in the title but should be mentioned in the first paragraph of the details. The title, of course, is marked "changed" which calls attention to the fact that the title has been changed in some respect, and it is necessary to note the first paragraph of the details to ascertain in what respect the title is changed.

JAC:ER

JUN 21 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

MAILED 8  
JUN 21 1946  
58 JUL 15 1946

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. D. M. Ladd

DATE: 6-14-46

FROM : B. C. Brown

SUBJECT: STATUS OF INTERIM REPORTS

Eight of 250 pending reports received for Division Five for the week of June 10, 1946, were deemed to be status of interim reports. These were in the following classifications:

Servicemen's Dependents Allowance Act	-	3
Ascertaining financial ability	-	2
Fraud Against the Government	-	1
Extortion	-	1
Bank Robbery	-	1

Form letters have been sent to the offices concerned.

BCB:WMJ

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&  
INDEXED

355

31 JUL 27 1946

FIVE

EX-18

57 JUL 3 - 1946 62

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
Knoxville, Tennessee  
April 18, 1946

Director, FBI

RE: SUGGESTIONS

Dear Sir:

Reference is made to Bureau letter to all Principal Stenographers of Field Divisions dated April 12, 1946 which requests the submission of suggestions which would have for their purpose streamlining of the Bureau's administration and operations without lessening its efficiency.

From a review of the Clerical Manual I wish to submit the enclosed suggestions for the consideration of the Committee.

Very truly yours,

JANE F. SNYDER  
Principal Stenographer

Enclosed

7-331

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100-3425-457  
F B I  
EX - 47 55 JUN 28 1946

ORIGINAL OF ORIGINAL

ORIGINAL COPY FILED IN 100-3425-457

7 - JUL 11 1946

*Per  
H. 100* Sec. 111 (11) It is suggested that when a criminal record received from the Bureau is set out in an investigative report the FBI number be quoted at the beginning. It is further suggested that all outstanding dispositions relative to the criminal record be obtained before it is set out so that the complete record will be shown by the investigative report.

ENCLOSURE

66-2435-457

*E* Sec. 11P (3) It is not believed that a top margin in investigative reports and other communications of  $1\frac{1}{4}$  inches is enough to allow convenient reading at the back of a thick file. It is suggested that a 2-inch top margin (or 13 or 14 spaces) would not make too much difference in the amount of paper used but would facilitate the reviewing of files.

*Joint Committee Memo*  
*R.F.N. 5-23-46.*

ENCLOSURE

*66-435-457*



Sec. 11M (15) It is suggested that lengthy quoted material be blocked in from the lefthand margin four spaces and correspondingly on the righthand margin. Whether to retain quotation marks at the beginning of each paragraph and at the end of the last paragraph then is optional but not necessary. At the end of the quoted material the original margin would be followed.

*Joint Committee Memo*  
*R. H. N. 5-23-46*

In this connection it is also suggested that the disposition of signed statements, photographs, bills of sale, receipts and other documents be reflected in investigative reports so that all interested offices would know exactly where to find them in the event they are needed during prosecution of the case.

*Joint Committee Memo*  
*R. H. N. 5-23-46*

ENCLOSURE

*66-2435-457*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: APRIL 18, 1946

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #76

EMPLOYEE: SA K. R. MCINTIRE, TRAINING AND INSPECTION DIVISION

## MEMBERS PRESENT:

H. H. Clegg

E. E. Conroy

R. C. Hendon

E. Scheidt

*Investigative Reports*

INTRODUCTORY: Mr. McIntire was assigned to make a survey in the Records Division to see what savings could be effected by eliminating, if possible, the filing of certain types of material heretofore placed in the files. A survey was undertaken with this specific objective in mind and the attached memorandum and the suggestions contained herein are one of the reports which have been submitted in this connection.

FINDINGS: 100 reports on closed NMVTA cases were selected. In two cases there was found correspondence to the field emanating from the Bureau's supervisors - one in response to an inquiry and the other an exchange of teletypes. In addition there was one transmittal letter. Seventy nine serials were found in the 100 files which should have been marked "file" by field offices; yet this was not done and no action had been taken. Seven cases were found reflecting the recovery of five automobiles valued at \$3059 and one car recovered with no value upon which statistical information had not been recorded, as was subsequently verified with the Statistical Unit. This compared with recoveries the previous year would represent about 4.43% error in failing to record automobiles recovered.

In the 100 cases there were 156 reports marked "file" or which should have been marked "file" which, on the basis of total NMVTA cases closed last year, would represent a total of 10,920 reports to be marked "file" received from the field annually in such cases.

In WSTA cases, 100 closed cases were examined. Two instances were found where correspondence had gone from the Bureau to the field. One was a letter to the Narcotics Bureau and the other was transmitting a complaint received at the Bureau to the field office. All statistics were recorded. Eighty serials were found which should have been marked "file" but they were not and no action had been taken in connection therewith. 201 serials in the entire 100 cases were subject to being marked "file" which, based on the average number of cases closed last year, would represent about 3300 reports per year in WSTA cases which should be marked "file."

In Selective Service cases 100 closed files were examined in thirteen of which communications had gone out to the field, nine of which were letters of transmittal and another was of a clearing house type. There was an average of 137 reports per day marked "file."

*Copy letter to 66-2362-2351**RECORDED COPY FILED IN 66-2362-2351-X**63 AUG 6 1946**Manual checked INDEXED**166-2435-4572*

30 JUL 22 1946

34 EXT 522

*SEARCHED*

In Deserter cases 100 files recently closed were examined, none of which contained any communication to the field from the Bureau and on February 6 a communication to the field advised that these reports are not reviewed at the Bureau and that such reports should be stamped "file." There was an average of 328 reports daily during a nine-day count.

In 100 recently closed Theft of Government Property cases there was no communication found from the Bureau to the field with reference to these cases most of which were one serial files. Thirty five percent of the reports contained statistical data. Fifty seven of the 100 cases were referred to the Bureau by other Government agencies and it would be mandatory under existing rules for reports to be forwarded to the Bureau in such instances as such cases can not be closed administratively in the field.

In a subsequent five-day count of incoming reports there was an average of 441 reports received daily which were stamped "file." If it be true that one file clerk is able to handle the complete processing of 50 serials per day, there are 8.8 clerks engaged in filing reports which are stamped "file."

From the above findings, the following recommendations were made:

#### RECOMMENDATIONS:

I. That no reports which are presently marked "file" or which should be marked "file" under existing rules be sent to the Bureau.

#### ADVANTAGES:

1. Savings of approximately nine clerical employees.
2. Reduction in number of copies of reports made in field offices.
3. Elimination of abstract slips and additional indexing and other filing occasioned by such reports being submitted to the Bureau, which saving, however, is calculated in the above approximately nine employees.
4. The streamlining of the Bureau's files on investigative matters so as to eliminate unnecessary, unimportant and routine reports.

#### DISADVANTAGES:

1. There would exist only partial files in cases and it would be impossible to determine from existing files if the investigation were properly handled.
2. It would reduce the effectiveness of the Bureau's central clearing house functions in name searches and destroy the principle of the Seat of Government of the Bureau being a central repository of all investigative activities of FBI Agents.
3. The total savings would be approximately \$18,000 which is a very low cost for the continuation of the Bureau as a central repository.

4. The mere fact that reports are being transmitted to the Bureau and are subject to inspection or review at the Seat of Government though they are marked "file" automatically creates some pressure for proper supervision and a proper standard of performance on the part of the field.

5. Although it is possible that a very small amount of the information in routine criminal cases is used in connection with the name searches, they are likely to be important ones and without the information considerable additional investigative work might easily become necessary.

The recommendation was unanimously unfavorable as to the general suggestion except as a last resort in the curtailment of clerical personnel in the Records Section.

The recommendation was unanimously in favor of no reports being submitted to the Bureau in Deserter cases because reports submitted in these cases, all of which are marked "file", are of no substantial value to the Bureau since, in effect, they cover only the investigative steps taken to locate the deserter. All of the background information concerning the subject is contained in the original information received from the War Department and sent by the Bureau to the field initiating each case. This information is accordingly fully indexed and available. Apprehensions and statistical data are reported in teletypes and no substantive supervision whatsoever is given the cases by the Seat of Government. In the very unusual case where it might be necessary to obtain more complete information relative to the status of a deserter case, it can quickly be obtained by telephone or otherwise from the field and these few instances would require little expense when compared to the over-all expense of handling these unnecessary reports. In this regard it is pointed out that of the total of approximately nine clerks which could be saved by Mr. McIntire's suggestion, seven of them could be saved through the elimination of these Deserter cases alone. It was pointed out that this has been previously submitted and acted upon negatively but in view of the additional findings above enumerated, it is resubmitted.

*See. Amee.  
Fyler  
4/26/46*  
*OK*  
EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on April 26, 1946, those present being Messrs. Tracy, Harbo, Tamm, Hendon, Mumford, Rosen and Tolson, unanimously are in favor of the recommendation of the Special Committee that only those reports presently submitted in Deserter Cases not be submitted to the Bureau in the future providing no reason to the contrary exists in a particular case and providing that reports in Deserter-Harboring cases be submitted to the Bureau, as well as the original report submitted in those few Deserter Cases which originate in the field upon a specific request from the Armed Services rather than originating at the Bureau.

II. It was observed that in the NMVTA category of cases there were seven files out of 100 in which statistics were not recorded for recovery of automobiles, which represents an alarmingly high percentage.

A. Alternate suggestions were submitted that in the future statistical information be recorded (A) in the field offices at the time the reports are approved or (B) by the statistical clerks assigned to the Statistical Unit of the Crime Records Section. The Joint Committee has previously set forth reasons for recommending unfavorably as to the procedure for recording the statistics in the field - primarily on the basis of the fact that it would create 52 at least part-time statistical clerks throughout the Bureau.

B. Mr. Leonard advises that a maximum of two statistical clerks can examine the reports when the synopses contain statistical data and select those containing such data and that on tabulating machines the statistical information can be tabulated in the Statistical Unit. Advantages of this suggestion are found in the fact that this being the principal purpose and objective of the statistical clerks there would likely be a smaller percentage of error in recording statistical information; there would be a concentration of these activities in the Statistical Unit where it properly belongs and supervisors would be relieved of any responsibility for the recording of statistics so that they could devote their time and effort to substantive supervision; further, since all statistical information is to be incorporated in the synopsis of the report it will be unnecessary for the Statistical Unit to review the body of the report and thus the review of each report will be brief and can be rapidly performed and there will be also a saving of clerical time since clerks assigned to the separate supervisors in the investigative divisions presently devote a portion of their time to scanning the reports for statistical information which would be eliminated.

Some disadvantages of this suggestion would include a second routing of the reports containing statistical data for the purpose of making these records; some lessening of incentive on the part of the supervisor in requiring a compliance with the regulations that full statistical data be recorded in the synopsis.

#### RECOMMENDATION:

1. Unanimously that the statistics be recorded by the statistical clerks in the manner described above under "B".

*memo to Asst. Dir. 5/17/46*  
EXECUTIVES CONFERENCE CONSIDERATION: The Executives' Conference on April 26, 1946, those present being Messrs. Tracy, Harbo, Tamm, Hendon, Mumford, Rosen and Tolson, are in favor of the recommendation of the Special Committee that statistical clerks assigned to the Statistical Section handle the recording of statistics from incoming reports.

*Manual Revised 5-15-46*  
*JPB*

III. That in Theft of Government Property cases the requirement that the field submit reports to the Bureau whenever the case is reported by another Governmental agency be eliminated and that the field offices be permitted to close such cases administratively.

This has been handled favorably as far as the administrative closing of such cases by a previous recommendation.

The Executives Conference felt that no further action need be taken since a previous recommendation has made this permissible.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

## Office Memorandum • UNITED STATES GOVERNMENT

EJM:abk

TO : Mr. A. Rosen

DATE: June 21, 1946

FROM : J. E. J. McCabe

SUBJECT: UNNECESSARY INTERIM REPORTS

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

The New York Division by letter dated June 18, 1946, advised that the original reports designated as unnecessary status reports had been returned with the status form letter of the New York Office and advice was requested as to Bureau policy in determining what constitutes a status report.

ASAC Lynch was telephonically advised that the reports designated as unnecessary status reports were returned to the New York Division through inadvertence by the Mail Room and they should be returned to the Bureau. The Bureau policy relative to status reports was explained to Mr. Lynch and he stated that the matter would again be called to the attention of all Agents and supervisory personnel to assure compliance with Bureau instructions.

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32 JUN 27 1946

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EX-8

52 JUL 11 1946

May 27, 1946

SAC LETTER NO. 62  
Series 1946

SAC	ALBANY	DENVER	MEMPHIS	PORTLAND
	ANCHORAGE	DES MOINES	MIAMI	RICHMOND
	ATLANTA	DETROIT	MILWAUKEE	ST. LOUIS
	BALTIMORE	EL PASO	NEWARK	ST. PAUL
	BIRMINGHAM	HONOLULU	NEW HAVEN	SALT LAKE CITY
	BOSTON	HOUSTON	NEW ORLEANS	SAN ANTONIO
	BUFFALO	INDIANAPOLIS	NEW YORK	SAN DIEGO
	BUTTE	JACKSON	NORFOLK	SAN FRANCISCO
	CHARLOTTE	KANSAS CITY	OKLAHOMA CITY	SAN JUAN
	CHICAGO	KNOXVILLE	OMAHA	SAVANNAH
	CINCINNATI	LITTLE ROCK	PHILADELPHIA	SEATTLE
	CLEVELAND	LOS ANGELES	PHOENIX	SPRINGFIELD
	DALLAS	LOUISVILLE	PITTSBURGH	WASHINGTON, D. C.
				QUANTICO

RE: STAMPING REPORTS. "FILE"

There are attached hereto several mimeographed charts captioned "REPORTS IN THE FOLLOWING CASES SHOULD BE STAMPED 'FILE.'" These charts were prepared for the purpose of assisting the Special Agent in Charge, the Assistant Special Agent in Charge and Supervisors in readily determining if a particular report should be stamped "file." It is suggested that this chart be maintained where it is easily and quickly available to each of the supervisory personnel in your office.

Very truly yours,

*J. E. Hoover*  
John Edgar Hoover

Director

91 JUN 6 1946

Enclosure

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Harbo  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

JUN 7 1946

RECEIVED  
5-28-46

ORIGINAL COPY FILED IN 66-2425-104



## Office Memorandum • UNITED STATES GOVERNMENT

TO : *JAC* DIRECTOR, F.B.I.

DATE: June 14, 1946

FROM : *JAC* SAC, MILWAUKEESUBJECT: *X* STAMPING REPORTS "FILE"*Investigative Reports*

Reference is made to SAC Letter No. 62, Series 1946, dated May 27th, 1946, which transmitted several mimeographed charts captioned "REPORTS IN THE FOLLOWING CASES SHOULD BE STAMPED 'FILE'".

In making a review of this chart it is noted that "Bribery" cases, which were formerly on the list by the Bureau to be stamped "FILE" were omitted, and also that "Federal Escape Act" and "Conspiracy" cases (substantive offense), were added to the list to be stamped "FILE".

The Bureau's attention is particularly called to the exceptions in "Selective Service" cases, which are not to be stamped "FILE". It is noted that the referenced chart omits the following instances in "Selective Service" cases where the Bureau has previously advised that such reports should not be stamped "FILE": Those involving interference by force or violence with the administration of the Act, irregularities of members of Draft Boards, and all Closing reports in "Selective Service" cases.

With respect to the above-mentioned reports in "Selective Service" cases, unless advised to the contrary by the Bureau, this office will continue to not stamp such reports "FILE".

~~DEFERRED RECORDING~~

FTG:mvg  
#66-00

*ack  
6-21-46  
JAC*

RECORDED &amp; INDEXED

510

66-54352/59  
F B I  
39 JUN 27 1946

EX - 25

13  
XO  
SAC, MILWAUKEE

JUNE 21, 1946

DIRECTOR, FBI

EX-25  
RECORDED  
STAMPING REPORTS "FILE"  
66-2435-459

Your communication of June 14, 1946, makes certain inquiries concerning the mimeographed chart submitted to the field by SAC Letter #62, 1946, concerning the stamping of reports "file." Bribery cases have been deleted from the list as it is desired that all investigative reports in bribery cases be carefully reviewed at the Seat of Government.

Federal Escape Act and Conspiracy cases were added and the reports should be stamped "file" unless they fall within one of the exceptions. The additional exceptions in Selective Service cases; namely, those involving interference by force or violence with the administration of the act and irregularities of members of draft boards, are being added to the chart on its next printing. Closing reports in Selective Service cases should be stamped "file."

JAC:ER

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

JUL 12 1946

JUN 21 12 00 PM '46

✓  
NA

HAC  
for

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, New York

SUBJECT: UNNECESSARY ~~INTERIM~~ REPORTS

DATE: June 18, 1946

Mr. Tolson \_\_\_\_\_

Mr. E. A. Tamm \_\_\_\_\_

Mr. Clegg \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Egan \_\_\_\_\_

Mr. Gurnea \_\_\_\_\_

Mr. Harbo \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. Pennington \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Your attention is directed to the fact that several reports forwarded to the Bureau by this office have been returned and specific attention directed to the instructions set forth in Bureau Bulletin #22, paragraphs A and B dated April 17, 1946. Among the reports returned are those reflecting investigations on matters concerned with "Crime on the High Seas - Stowaway". A perusal of the reports in question reflects that said reports are initial ones reflecting the entire investigation to be conducted and containing an undeveloped lead to contact Immigration and Naturalization Service relative to the actual disposition of the person involved. Reports of this type must necessarily be held in abeyance for several months until action has been taken by the Immigration and Naturalization Service before the case can be closed. It appears that the preparation and submission of a report is in order at such time as the investigation has been concluded. An analogous situation is one wherein a complete investigation has been conducted and an undeveloped lead set forth for the purpose of contacting the appropriate United States Attorney relative to prosecutive action. It would appear to be a most undesirable situation to request Special Agents conducting investigations to retain their notes for dictation for periods of several months. Furthermore, to prepare appropriate memoranda would appear to be a duplication of effort entailing additional clerical work in the preparation of these reports.

The attention of the Special Agent Personnel of this office has been called specifically to Bureau Bulletin #22, paragraphs A and B dated April 17, 1946 and every effort has been and is being made to comply with the provisions of this Bulletin. Your comments are solicited with regard to the provisions set forth above and also as to what disposition should be made of the reports returned by you.

RJL:mes

RECEIVED - CLEGG

JUN 30

JUN 13 1946

RECORDED &amp; INDEXED

350

66-2435-460

F B I  
32 JUN 27 1946

52 JUL 11 1946

62

Wm. Rosen

16-21-46

Wm. Rosen

Investigative Reports

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. E. A. TAMM

DATE: June 21, 1946

FROM : R. A. ROSEN

SUBJECT: STATUS REPORTS

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Mohr	_____
Mr. Carson	_____
Mr. Hendon	_____
Mr. Mumford	_____
Mr. Jones	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Bealm	_____
Miss Gandy	_____

*of irregular Reports*

This is to advise that 250 investigative reports submitted during the week beginning June 17, 1946, have been examined in the Investigative Division. Of this number, 12 were found to be unnecessary reports. This figure represents a percentage of 4.8.

ACTION TO BE TAKEN

The field divisions which submitted these status reports are being advised by form letter of the delinquencies.

CCN:MEW

166-2435-461  
F B I  
32 JUN 27 1946

RECORDED

EX - 42

57 JUL 10 1946

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. LADD

DATE: 6/20/46

FROM : MR. BROWN

SUBJECT: STATUS AND INTERIM REPORTS.

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

A review of 250 pending reports received by Division V during the week of June 17, 1946 has failed to disclose any reports which may properly be classified as unnecessary status or interim reports.

While it is still too early to draw any definite conclusions, of course, it appears that the form letters sent to the various offices to date in connection with this program have begun to produce results.

The program will be continued to include the week of July 8, 1946, in accordance with the original instructions.

BCB/dm

166-111-462  
FBI  
32 JUN 27 1946

52 JUL 10 1946

SAC, SAN FRANCISCO

June 26, 1946

RECORDED Director, FBI

EX-22 INTERNAL REPORTS  
STANDARD FORM 64

Reference is made to your letter of June 19, 1946, captioned as above. For your information, the Bureau will not, in the future, transmit copies of unnecessary interim reports to the division which originally submitted the report.

You are requested to return to the Bureau those reports which have been sent to your office attached to Standard Form 64.

CCN:MFW

66-2435

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Dean  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Candy

COMMUNICATIONS SECTION  
MAILED 12  
★ JUN 23 1946 P.M.  
RECEIVED

52 JUL 24 1946

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : *[Signature]* SAC, San Francisco

SUBJECT: Interim Reports,  
Standard Form 64

DATE: June 19, 1946

*Investigation Report*

Reference is made to the present Bureau practice of returning to the field office the Bureau's copies of unnecessary interim reports.

It is suggested that in the future they be stapled to the accompanying form letter so that there will be no danger of a separation and the subsequent remailing of the Bureau copies as, it is believed, has already occurred. *[Signature]*

APC:MCL

RECORDED

EX-22

11-2435-463  
F B I  
1 JUL 2 1946

*See Serial 146  
6-27-46*

*6-27-46*  
*[Signature]*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. E. A. TAMM

DATE: June 28, 1946

FROM : R. A. Rosen

SUBJECT: STATUS REPORTS

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

This is to advise that 250 investigative reports were analyzed in the Investigative Division during the week beginning June 24, 1946 to determine whether any were unnecessary or status reports. It was determined that two of these reports were unnecessary.

This figure represents a percentage of .008.

ACTION TAKEN

The field offices submitting these two unnecessary reports are being advised by form letter of the delinquencies.

RECORDED

66-2435-464

EX-2

CCN:EVD

59 JUL 15 1946



SAC, DES MOINES

July 22, 1946

DIRECTOR,

FIELD OFFICE ADMINISTRATION:  
POSTING OF COMMUNICATIONS TO ASSIGNMENT CARDS;  
STATUS REPORTS

Your communication of July 10, 1946 made reference to Section (A) of Bureau Bulletin #22, dated April 17, 1946 and Section (D) of SAC Letter #70, dated June 11, 1946 regarding the posting of assignment cards.

You are advised that your interpretation of the references above is in error since it is against Bureau instructions to post memoranda within one's own division. Reference is made to Section (F), Bureau Bulletin #27, dated May 15, 1946 in which the following instructions are issued: "Status information shall be posted to the assignment card from letters, teletypes and memoranda sent to other offices or to the Bureau where such communications substitute for an investigative report." This provision is presently being incorporated in the revised Manual of Rules and Regulations.

EX-28

RECORDED

66-2435-465

COMMUNICATIONS SECTION  
MAILED 1  
JUL 24 1946 P.M.  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea

JAC:NB

019403

*[Handwritten signature]*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: July 10, 1946

FROM : SAC, Des Moines

SUBJECT: FIELD OFFICE ADMINISTRATION;  
~~POSTING OF COMMUNICATIONS TO ASSIGNMENT CARDS;~~  
STATUS REPORTS.

Reference is made to Section A of Bureau Bulletin #22 dated April 17, 1946, and Section (D)A of SAC Letter #70 dated June 11, 1946.

In a field office territory such as this comprising a considerable amount of rural territory which is handled by the specific assignment of certain areas to resident Agents, it is necessary that the investigation be conducted by various Agents according to the leads pending in the territories assigned to them. As these leads are covered, it will not be possible under revised Bureau instructions for a resident Agent to submit a report until all such leads have been covered by all other resident Agents having investigative work to perform in the case.

Under these circumstances I am interpreting the Bureau's instructions to mean that a resident Agent upon completing all of the investigative work in the territory assigned to him will submit a memorandum which will later be incorporated with other memoranda into an investigative report when all leads have been covered by this field division. Such memoranda reflecting the complete results of the investigation assigned to the resident Agent will be posted to the assignment card indicating the status of the case as "pending."

I shall appreciate the Bureau advising me if I am in error in interpreting these instructions, and unless advised to the contrary, this procedure will be followed in the future.

EEK:BLG  
66-5

RECORDED &amp; INDEXED

EX-150

JUL 12 1946

166-2435-465  
JUL 12 1946  
JUL 12 1946

Let. to Des Moines  
7-22-46  
EC:ms

Investigative Reports

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. G. C. Callahan

FROM : Mr. Grant Stetter

SUBJECT: ~~UNNECESSARY INTERIM REPORTS~~  
*Investigative Reports*

DATE: April 30, 1946

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Mohr	
Mr. Carson	
Mr. Hendon	
Mr. Mumford	
Mr. Jones	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

The instructions in Bureau Bulletin No. 22, Series 1946, concerning so-called unnecessary interim reports will impose more instead of less work upon Bureau supervisors and field offices. Under the instructions set forth Agents in the field would simply note on their file when a case has been brought up to date and found to be unchanged since the submission of the last report. The Bureau file thus reflects no action at all on the part of the field. The supervisor can assume that the agent in the field has taken the appropriate action but he has no assurance of the fact as there is nothing in the Bureau file to indicate that the case is receiving attention. Of course, the Bureau supervisor can write out and ask about the status of the case and the agent in the field can dictate a letter in reply. Thus two communications will be required to take the place of the status report.

RECOMMENDATION:

It is felt there is some merit to this idea but the method of administering it which has been adopted can be improved. It is suggested that a status form be prepared which will not require abstracts and which can be placed in the Bureau's file as unrecorded mail. This form can indicate the status of the case and a copy of it will accomplish the same purpose in the field file. Otherwise the situation suggested above will prevail with communications necessarily going back and forth from the Bureau to the field inquiring about the status of pending cases and the field replying in order to bring the Bureau file up to date.

There is attached a suggested form which it is felt should be considered by the supervisors on various desks throughout the Bureau and augmented to take care of the problems that they encounter. Once completed by all of them it can be retyped for consideration by the Executive Conference.

Attachment

GS:TLB

*SD Comm*

RECORDED 166-2435-4666

INDEXED 31 JUL 11 1946

EX-355

Letter to Mr. Tolson

5-15-46

4740 NCL  
 355  
 EX-62

Joint Committee  
 Memo for Wm.  
 626/218/46  
 52 JUL 24 1946

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, \_\_\_\_\_

SUBJECT: \_\_\_\_\_  
\_\_\_\_\_

File # \_\_\_\_\_

Sugg. #239  
DATE: \_\_\_\_\_

The above captioned case has been reviewed and is up to date at the present time pending developments as checked below.

- ( ) All undeveloped leads covered. Case awaiting decision of United States Attorney.
- ( ) Status as to prosecution unchanged since submission of last report. Docket checked \_\_\_\_\_ (date).
- ( ) Undeveloped leads pending other offices. Follow-up letters sent \_\_\_\_\_ (date).
- ( ) All leads exhausted. Identification Order or Wanted Flyer outstanding. Verified that warrant still outstanding \_\_\_\_\_ (date).

*Letter to  
Letter  
W. H. C.  
5-15-46.*

ENCLOSURE

66-2435-466



United States Department of Justice  
Federal Bureau of Investigation  
Washington 25, D. C.



IN REPLY, PLEASE REFER TO

FILE NO. \_\_\_\_\_

April 17, 1946

~~STRICTLY CONFIDENTIAL~~

BUREAU BULLETIN NO. 22  
Series 1946

5499  
239

(A) UNNECESSARY INTERIM REPORTS -- An examination of a considerable number of pending investigative reports received at the Bureau recently, some of which were marked "file" and some of which were not so marked, disclosed that 50.9% of the reports examined were considered by a special group making the survey as unnecessary reports in that they reflected no information which contributed anything of substance to the ultimate outcome of the case. Some of these reports were, in fact, subject to some discussion but it was generally concluded that approximately 38% of the reports could be classified as "status reports" which should not have been prepared and which, in the future, should not be prepared as investigative reports. There was some indication to the effect that some of the reports were probably made in order to prevent a case from becoming delinquent. In other instances the report could serve no purpose other than to restate some undeveloped lead which had already been forwarded by teletype to another office. There were other instances where a check was made of court records, and it was found that the case was continuing in the same status as previously reported. 112

To record inquiries which develop the fact that a case is continuing in the same status, an appropriate notation may be endorsed on the top serial of the file or a brief memorandum for the field office file might be prepared, when necessary. The Bureau desires to eliminate completely so called "status reports" and other interim reports which contribute nothing of substance to the ultimate outcome of the case, and such reports should no longer be prepared by field offices. It should be clearly apparent that preparation of investigative reports of this type with abstract slips attached involves considerable unnecessary work at the reporting office, at the Seat of Government, and at all other offices which receive copies of such reports. In the first place, Agents should avoid dictating such reports, and it is incumbent upon the field supervisors, the Assistant SACs, and the Special Agent in Charge to give adequate supervision to the preparation and submission of reports in order to avoid the subsequent preparation and transmission of such reports. The Bureau intends to make examinations of reports received at the Bureau on frequent occasions in order to determine whether there is compliance with these instructions.

(B) TRANSMITTING SIMPLE LEADS TO OTHER OFFICES -- When the simple types of undeveloped leads are being sent to other offices which do not need or require background information to support such leads, the Bureau desires to encourage the transmitting office to prepare such leads in letter form rather than report form. Of course, in no instance should a field office interpret this instruction in such a manner that they would fail to set forth adequate and proper information concerning the location of a fugitive who may be dangerous and suitable, adequate background data, in such instances, should be furnished to the field office covering a lead to locate such dangerous fugitives in every instance.

66-2435-466

4-17-46

BUREAU BULLETIN NO. 22  
Series 1946

- 2 -

However, numerous leads merely to check a record or to make a name search at some automobile registration bureau and other leads of a simple and uninvolved type, it is believed, can be handled in many instances by letter. This you will realize will preclude reports solely for the purpose of setting out such simple leads being received at the Bureau and thus will reduce the filing operations at the Seat of Government considerably. Sufficient copies should be prepared so that the office of origin, which is the supervising office, would be aware of the fact that the lead has been suggested so that the office of origin could properly supervise the case from the field's standpoint.

(C). IDENTIFICATION MATTERS - FIELD BUREAU -- For your information and guidance you are advised that the following changes in filing procedure are being made at the Seat of Government in connection with certain types of communications, as follows:

1. Requests for Criminal Records received at the Bureau from field offices will not be placed in the files of the Bureau but will be destroyed at the time the record is transmitted to the field office in response to its request.
2. Probation Flash Letters will be posted on the records of the Identification Division following their receipt from field offices after which the Probation Flash Letter will be destroyed.
3. Requests received from field offices for the posting of wanted notices in the Identification Division will in the future be placed in the Identification Division folder relating to the subject and will not be placed in the regular case file in the Records Section of the Bureau at Washington.
4. Requests received from field offices for the removal of wanted notices will be acted upon in the Identification Division following their receipt and will then be destroyed as soon as the proper notation is posted in the records of the Identification Division.

It will, therefore, be incumbent on the Agents and the supervisory staff of field offices to see that there is placed in the investigative report the required notation to the effect that the Probation Flash Letters have been forwarded; that the Request for a Wanted Notice has been made; or that the Request for the Removal of the Wanted Notice has been made since there will not appear elsewhere in the investigative case file at the Bureau any confirmation of the fact that such action has been taken.

Very truly yours,

John Edgar Hoover

Director

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: April 30, 1946

FROM : SAC, San Diego

SUBJECT: SUGGESTIONS

Reference is made to Bureau Bulletin Number 22 of April 17, 1946, captioned "UNNECESSARY INTERIM REPORTS".

It is suggested the Bureau consider the advisability of eliminating the administrative regulation that a case is delinquent unless a report has been submitted within the previous forty five days. It is suggested that a case not be considered delinquent if a report has been submitted within the previous ninety days.

It is the writer's very firm conviction that because of the importance which is placed on the rate of delinquency of an office, as set forth in the administrative report, there is more concern on the part of the average Agent in getting out a report every forty five days than in seeing that a thorough job of investigating is done. In order to carry out the Bureau's desire that the status reports be eliminated totally, it is felt that by setting up a ninety day delinquency period, a more comprehensive job will be done by investigating personnel, and the reports will be much more thorough and complete.

WAM:jec  
66-Q

*Original  
forwarded  
JWA*

*ack  
2/24/46  
5-15-46*

RECORDED & INDEXED  
343  
EX-59

62 345  
4 1946  
EX-59

467

May 15, 1946

Mr. W. A. Murphy  
Federal Bureau of Investigation  
741 San Diego Trust & Savings Bank Building  
San Diego 1, California

Dear Mr. Murphy:

Reference is made to your letter dated April 30, 1946, in which you submit the suggestion that the Bureau consider the advisability of eliminating the administrative regulation that a case is delinquent unless a report has been submitted within the previous forty-five days.

I am referring this suggestion to a Special Committee, composed of equal representation from the Seat of Government and the field, for careful study and analysis, and I will subsequently review the recommendations of this Committee with reference thereto. In the event your suggestion is adopted, appropriate instructions will be issued accordingly. Due to the reduced personnel, no further special communication will be addressed to you as to the final action taken in connection with your suggestion.

I desire to express to you my appreciation for your thoughtfulness in submitting this suggestion.

Sincerely yours,

HHC:ER

NOTE: Mr. Murphy's letter of 4/30/46  
being held for action by Special  
Committee.

44-20135-467



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Ladd

DATE: July 1, 1946

FROM : B. C. Brown

SUBJECT: STATUS AND INTERIM REPORTS

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Beahm  
Miss Gandy

A review of 250 pending reports received by Division Five during the week of June 24, 1946, has disclosed three reports which may be considered unnecessary status or interim reports. They were in the following classifications: Investigative Reports

Fraud Against the Government	1
Bribery, Conspiracy	1
Extortion	1

Form letters have been sent to the offices concerned.

BCB:EW

RECORDED &amp; INDEXED

302

EX-62

166-2435-468

F B I  
31 JUL 8 1946

FIVE

57 JUL 30 1946

J. P. [unclear]  
J. [unclear]

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. E. A. TAMM

DATE: July 3, 1946

FROM : Mr. A. Rosen

SUBJECT: STATUS REPORTS

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

This is to advise that 250 investigative reports were examined in the Investigative Division during the week beginning July 1, 1946.

It was determined that four of these reports were unnecessary. This represents a percentage of 1.6.

ACTION TAKEN

The field divisions submitting these unnecessary reports are being advised by form letter of the delinquencies noted.

cc:ear

RECORDED &amp; INDEXED

302

EX - 52

JUL 11 1946

66-2435-469

57 JUL 30 1946

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI  
Attention: Inspector E. J. McCabe  
FROM : SAC, New York  
SUBJECT: Investigative Reports  
INTERIM STATUS REPORTS

DATE: July 1, 1946

In accordance with instructions given Assistant Special Agent in Charge R. J. Lynch of this office telephonically by Inspector McCabe on June 24, 1946, there are being forwarded to you herewith Bureau copies of interim reports which had been returned to the New York Office.

Encls. (15)

RECORDED &amp; INDEXED

302

166-2435-4770

20 JUL 10 1946

RX-52

6-CC [signature]

57 JUL 30 1946

Enclosures  
detached  
for [unclear]  
[unclear]  
7/9/46

no

66-2435-471

CHANGED TO

66-5439-38X57

c

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: July 16, 1946

FROM : SAC, Jackson

SUBJECT: SUGGESTION CONCERNING ADMINISTRATIVE PROCEDURE

There is attached hereto a suggestion which has been made by Special Agent EDWARD T. STEELE of this office, and which is being transmitted for the Bureau's consideration.

Encls. - 1

ETS:mos

RECORDED  
&  
INDEXED

36

66-2435-472

JUL 19 1946

337 36  
58 AUG 6 1946

ES-2  
Enclosures

7-30-46  
Edman

100-29  
PERS.

Sugg # 367.

Jackson, Mississippi  
July 16, 1946

MEMORANDUM

IT IS SUGGESTED THAT:

Titles of reports include the FBI numbers of subjects where the subject has been definitely identified with such number.

ADVANTAGES:

The inclusion of the FBI number of the subject in the title of a report will serve as a ready notice to the agent to whom the case is assigned that the subject has a known criminal record, which fact is sometimes overlooked, especially in instances where auxiliary offices receive copies of reports in such cases for the first time, and also in instances where these cases are re-assigned to various agents for investigation.

The inclusion of these data would serve the same purpose and advantages as are served by the inclusion of the Identification Order number in the title of a report in cases where the subject of such case is the subject of an Identification Order.

It is further believed that the inclusion of these data in titles of reports going to the various United States Attorneys would serve to put the Attorney or his assistant reviewing the report on notice that the subject of this case has a previous criminal record, which fact is sometimes overlooked unless that Attorney takes the trouble to thoroughly review the file or unless the same is called to his attention by an agent in a discussion of the case.

The inclusion of these data would be of great assistance to supervisory personnel in reviewing voluminous files concerning fugitive subjects, as it may be readily ascertained if the subject has been identified with a known criminal record in the Identification Division by a glance at the title of the report rather than thumbing through numerous serials as quite often is the case.

Joint Comm. Memo  
8/24/46 - rch: Ld -

(SA EDWARD T. STEELE)

Exp. Comp. action  
58 SEP 12 1946

66-2435-470

241

Q Sugg #367.

It is further believed that the inclusion of these data in the title of the report will greatly facilitate the searching and matching of mail in the office of the chief clerk as well as at the Bureau.

DISADVANTAGES:

None.

(SA EDWARD T. STEELE)

## Office Memorandum • UNITED STATES GOVERNMENT

TO : D. M. LADD

FROM : B. C. Brown

SUBJECT: STATUS AND INTERIM REPORTS

DATE: July 13,  
1946

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

A review of 250 pending reports received by Division Five for the week of July 8, 1946, has disclosed the receipt of only one unnecessary interim report.

This completes the two-month project which was begun May 13, 1946. During this period, 2,250 reports were reviewed for Division Five. 58 or 2.5 per cent were considered unnecessary status or interim reports, and the field divisions concerned were so advised by form letter. Because of the nature of the bulk of the work in this Division, fewer status reports are received than would naturally be the case if it were entirely general investigative work. Most of the unnecessary reports received were on Servicemen's Dependents Allowance Act cases.

There has been a gradual decrease in the number of status reports received since the inception of this program. The effectiveness of the form letter method of bringing this matter to the attention of the field was demonstrated this week when one office, which had been the recipient of a number of such letters, forwarded a report under a cover letter explaining that although the report added nothing to the investigation, it did contain some information which the Bureau might desire. On the whole, it is believed the program has accomplished its purpose.

BCB:rol

RECORDED

66-2435-473  
F B I

31 JUL 18 1946

EX - 25

57 JUL 29 1946



m3

66-2435-474

CHANGED TO

66-5439-38X58

e

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm

FROM : A. ROSEN (R)

SUBJECT: STATUS REPORTS

DATE: July 10, 1946

This is to advise that 250 investigative reports submitted during the week beginning July 8, 1946, have been examined in the Investigative Division. It was determined that five of these reports were unnecessary. This represents a percentage of two.

ACTION TO BE TAKEN

The Field Offices submitting these reports are being advised by form letter of these delinquencies.

CCY:ndb

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Gandy	

RECORDED

EX-25

166-2435-475

IB IB II

30 JUL 12 1946

337

58 JUL 30 1946

5/12

8/8

*22*  
*72*  
*(F) 12*  
Suggestion #183

ELIMINATION OF UNNECESSARY INTERIM REPORTS

Reference is made to Bureau Bulletin 22, Series 1946, dated April 17, 1946, Section A "Unnecessary Interim Reports" and Section B "Transmitting Simple Leads to Other Offices".

*with irregular reports*  
The preparation of so-called status reports serving no purpose other than preventing cases from becoming delinquent, reports submitted for the sole purpose of re-stating teletype leads, and reports reflecting a continuing status are, of course, objectionable and should be eliminated.

The instructions go further, however, eliminating "Other interim reports which contribute nothing of substance to the ultimate outcome of the case". The quoted wording would be variously interpreted by Agents and Supervisor personnel. For instance, should investigation to locate a fugitive or wanted person, as in Selective Service and Deserter cases, remain unreported until the man is located? Or until some very direct lead is uncovered? Should criminal matters involving the location of the subject remain unreported until some piece of evidence is uncovered? On the other hand, was the instruction issued with a view to eliminating reports reflecting only very limited investigation? Frequently a very considerable amount of investigation is conducted which subsequently proves valueless in <sup>the</sup> ultimate outcome of the case. Assuming that the Bureau intends to eliminate reports not reflecting productive results, a gap is left in the Field with respect to supervision of cases. ~~Considerable memorandum~~ <sup>Some</sup> cases would go unreported for many months, even years. This gap could be filled by requiring summaries of memorandums ~~for the preparation of memorandums~~ instead of reports resulting in little saving of work other than the handling at the Bureau.

*INDEXED 351*  
*166-2435-4960*  
In Section B of reference Bulletin the Bureau encourages use of letters rather than reports in setting out simple leads for other offices. As stated, this results in a saving in handling at the Bureau. It is anticipated that various interpretations will be taken as to what constitutes a "simple lead". Reports have advantages over letters and memorandums, particularly from a supervisory standpoint, but also to the investigating Agent. It contains a synopsis setting out briefly the substance of the information contained in the details. The synopsis facilitates file reviews and supervisory handling of the communication. The lead sheet has the

ack  
5/2/46  
4/4/48

52 AUG 8 1946

*Joint Committee Memo*  
*7/11/46*  
*R. C. H.*

*Letter to Baltimore*  
*7-12-46*  
*R. C. H.*

(Elimination of Unnecessary Interim Reports - Continued)

same advantages to the supervisor and Agent. On the other hand, memorandums and letters must be read completely each time they are handled administratively and in each file review.

It is, therefore, suggested that the Bureau clarify its requirements as to the reports desired from the Field. If only reports reflecting productive results are desired, it is suggested that reports be submitted as heretofore except that when no productive results are being reported no copies will be designated for the Bureau.

F. S. ~~BAUKNIGHT~~  
Supervisor  
Baltimore Field Division

FSB/ccc

EX-22

RECORDED

July 19, 1946

SAC, Baltimore

Dear Sir:

Reference is made to your letter of April 22, 1946, in which you incorporate a suggestion from Supervisor P. S. Baumgart relative to the elimination of unnecessary interim reports. It is desired that you point out to Agent Baumgart that by Bureau Bulletin #22, Series 1946, dated April 17, 1946, the Bureau desired to eliminate the submission of purely status or interim reports which add no substance to investigations. From a review of reports at the Seat of Government, it has been obvious that a high percentage of reports have been submitted solely for the purpose of preventing the case from becoming administratively delinquent and that the substance contained in such reports does not warrant the time required in their dictation, submission and filing. By the general instruction submitted, it is desired to prevent this unnecessary work and have information of that type incorporated in future reports which have a substantive bearing upon the case.

It is impossible for the Bureau to set out in detail the type of reports which should or should not be submitted and it is felt that field employees through the exercise of common sense and judgment can, under the present instructions, carry out the Bureau's desires and policies. These same general observations hold true as to the use of letters between field offices in handling simple leads. The Bureau desires to have unnecessary clerical expense as well as delay and it is felt that simple leads can very well be handled by letter particularly in those instances where such a letter would obviate completely such a report. Where this can be done it means a great saving particularly at the Seat of Government in the elimination of many file processes required upon the receipt of the report.

Very truly yours,

John Edgar Hoover  
Director

RGH/wl

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

AUG 7 1946

337

## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 7/11/46

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #183

EMPLOYEE: MR. F. S. BAUKNIGHT  
BALTIMORE FIELD OFFICE

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Mr. Gandy	

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

*Copy Labeled 73 66-2534  
Showed to Malone Reports*

**EMPLOYEE SUGGESTS:** That specific instructions be issued as to what type of interim reports should be eliminated in accordance with Bureau Bulletin #22, Series 1946, dated April 17, 1946, which instructed that "interim reports which contribute nothing of substance to the ultimate outcome of the case" should not be submitted, and further suggests that the Bureau clarify its requirements as to the handling of simple leads by letter.

- ADVANTAGES:**
1. Since the instructions submitted are general in nature, they may be variously interpreted by Agents and supervisory personnel.
  2. Specific instructions would assist supervisors and Agents in determining just what reports should or should not be submitted or as to just exactly when a letter rather than a report should be sent to an auxiliary office.

**DISADVANTAGES:**

1. The suggestion contemplates a "blue print" type of instruction to the field and the elimination of all judgment on the part of field personnel.
2. It is impossible to set out item by item instances in which reports should not be submitted, or when letters should be used.
3. With the exercise of any kind of judgment, the over-all policy set out in the Bureau instructions can be achieved without further clarification.

**RECOMMENDATION:** Unanimously opposed and that the attached letter go forward to SAC Hallford.

ATTACHMENT  
RCH/wl

**EXECUTIVES' CONFERENCE ACTION:** The Executives Conference on July 15, 1946, with Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Nichols, Ladd, Long, McCabe and Clegg in attendance was unanimously opposed to this suggestion and in agreement with the Joint Committee that the attached letter go forward to SAC Hallford.

cc: Mr. Clegg  
Mr. HendonRespectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

SAC, SEATTLE

July 23, 1946

RECORDED

DIRECTOR, FBI

EX - 82

SUBMISSION OF CLOSING REPORTS

477

Referring to your communication of July 13, 1946 in connection with the Bureau's present efforts to do away with unnecessary reports, you directed specific attention to the case captioned UNKNOWN SUBJECT, 1941 FORD COUPE, MOTOR NO. 18-6786253, 1945 CALIFORNIA LICENSE NO. 31 N 415, NATIONAL MOTOR VEHICLE THEFT ACT, Seattle File No. 26-2663. You requested advice as to whether in such instances it is necessary to submit a closing report.

This is to advise that in instances such as mentioned above, if the RUC report sets forth the statistics and definitely and finally disposes of the case, no closing report is needed.

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Petrusich  
Quinn Tamm  
Nease  
Gandy

JAC:NB

2 AUG 8 1946

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 7-13-46

FROM : SAC, Seattle

SUBJECT: SUBMISSION OF CLOSING REPORTS

In connection with the Bureau's present efforts to do away with unnecessary reports, specific attention is directed to the case captioned UNKNOWN SUBJECT, 1941 FORD COUPE, MOTOR NO. 18-6786253, 1945 CALIFORNIA LICENSE NO. 31 N 415, NATIONAL MOTOR VEHICLE THEFT ACT, Seattle File No. 26-2663. The remaining investigation is reflected in the RUC report of SA ROY A. PETERS, Los Angeles, dated 7/3/46.

It is requested that the Bureau advise that whether in such instances it is necessary that a closing report be submitted. Inasmuch as such reports are marked file it would appear to be entirely satisfactory to mark the case closed upon receipt of the report covering the last investigation. I shall appreciate the Bureau's instructions as to whether such procedure may be followed.

DC:Rd  
26-2663

RECORDED

INDEXED

EX-64

JUL 1 1946

Let. to Seattle  
7-23-46  
JC:MB



## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: July 22, 1946

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #185A

EMPLOYEE: SAC H. T. CONNOR  
CLEVELAND FIELD DIVISIONMEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

EMPLOYEE SUGGESTS: That in the period for which made where the investigation is of a continuous nature such as in key figure and nationality group investigations, the period reflect the interim between one report to the other eliminating the actual dates upon which work might have been performed.

ADVANTAGES:

1. In many types of cases such as the key figure, nationality groups and anti-trust cases, the investigative period is extensive and covers a long period of time with the result that the setting out of the actual work dates is very cumbersome and long.
2. The periods for which made in such instances serve no great value.
3. It would eliminate a considerable amount of work in assembling the work dates in chronological order as well as additional typing on the part of the stenographer.
4. It is impossible in such reports to identify a particular date with the date upon which the work was actually performed. Thus, the dates are in fact meaningless.
5. Recent Bureau instructions re interim or status reports will result in an increase in the number of separate dates on which investigation is reflected in a single report and hence the period for which made in such instances might set forth a voluminous number of dates and occupy a great deal of space on the first page of the investigative report.

DISADVANTAGES:

1. The inclusion of the actual work dates in the period for which made permits a better check by the daily reports or #3 cards and the investigative reports to determine what work was performed by an Agent.
2. Since under present rules the details do not indicate the dates upon which investigative functions were performed, the period for which made reflecting actual work dates is the only available place in a report to determine what period of time the investigation has covered.
3. The use of the dates in the period for which made makes it less obvious to other agencies receiving the report that the details cover a rather

RCH:WL

66-2435-478

Mr. Hendon

period of time than would be true if it were listed in the details.

RECOMMENDATION: Mr. Conroy is of the opinion that the present rule be changed to require that only the first and last dates upon which investigative work was performed be included.

Messrs. Scheidt, Harbo and Hendon are of the opinion that the period for which made should be eliminated from Page 1 of the report and that the date on which the investigation was made should be shown in the details of the report where such information is pertinent.

EXECUTIVES' CONFERENCE ACTION:

The Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance, was of the unanimous opinion that no change should be made in the present requirement which is that the dates upon which work was performed are to be reflected in the Period for Which Made. It is believed that this is useful for Bureau purposes to reflect upon what dates investigation has been conducted while at the same time not making it obvious to U. S. Attorneys and outside agencies the length of time over which an investigation might extend.

Respectfully,  
For the Conference

OK.  
H.  
✓  
Clyde Tolson

E. A. Tamm

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: June 6, 1946

FROM : SAC, Atlanta

SUBJECT: STAMPING REPORTS "FILE"

*Investigation Report*

Reference is made to the chart recently prepared by the Bureau, containing information as to the types of cases wherein the reports are to be stamped "File" and the various exceptions to such rule.

It is requested in connection with Paragraph 1, under the column headed "Exception to stamping 'File'" that the Bureau clarify the statement which appears as the first statement in this column and states in effect that as an exception to the rule of stamping reports "File", the following: "Any fugitive reports, up and including the report which definitely identifies the subject with a known criminal record in the Identification Division." It would appear from this exception that all reports in which the subject is carried as a fugitive are not to be stamped "File."

In view of the fact that this instruction is contrary to previous instructions, I would appreciate having the Bureau elaborate and clarify its desires in regard to this particular exception.

JFT:SL

*Can by 5/16 letter  
and 5/16 letter, re: 5/16*

*[Handwritten signature/initials]*

RECORDED &amp; INDEXED

302

EX 66-2435-479

JUN 31 1946

*[Handwritten signature/initials]*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 6/11/46

FROM : SAC, San Francisco

SUBJECT: REPORTS STAMPED "FILE"

*Investigative Reports*

Reference is made to the mimeographed list headed "REPORTS IN THE FOLLOWING CASES SHOULD BE STAMPED 'FILE'," received recently from the Bureau.

The following comments are made regarding this list.

In the left column headed "Character", under Classification No. 25, Selective Service, there is not listed among the exceptions those cases on which the Character is Selective Service--Reemployment. Is it your desire that reports in these cases be stamped "File"?

Among the exceptions in the right column, it is believed that No. "1" will be very difficult to abide by due to the file review necessary each time a report is signed to determine if the subject has been identified with a known criminal record. The old exception "Initial report in which the subject is borne as a Fugitive," plus exception No. "2", "A report changing the title of a Fugitive Subject," would appear to be sufficient, and more logical.

One exception which is not included among those in the right column is "Closing Reports." Was it your intention to include this as well?

APC:em

RECORDED

766-2435-480  
F B I

EX-231 JUL 31 1946

*Ans. by SAC letter  
no other info necessary  
JLW*

52 AUG 13 1946

*Two*  
*[Signature]*

July 395

MR. ROSEN

July 22, 1946

O. J. Keep

REPORT WRITING  
NATIONAL MOTOR VEHICLE THEFT ACT CASES

PURPOSE

This memorandum is to advise you of a suggestion made by Special Agent S. Luther Coulter, which was transmitted to the Bureau by the attached memorandum from the Knoxville Office under date of July 12, 1946.

AGENT'S SUGGESTION

Agent Coulter's suggestion relates to the writing of reports by offices of recovery in National Motor Vehicle Theft Act Cases. Agent Coulter has suggested that in some such cases the office of recovery conducts an investigation at the request of the office of origin and submits a teletype summary to that office. Following such teletype, the office of recovery is also required to write an investigative report which sets out the recovery value of the automobile involved in order that proper statistical credit may be taken at the Bureau and credited to the appropriate office. Agent Coulter has suggested that instead of writing such report, that the recovery value might be included in a teletype summary and set out in a report by the office of origin from which the recovery value can be taken at the Bureau. He has stated that this procedure would eliminate the writing of unnecessary reports in many cases.

PRESENT RULE

The FBI Handbook presently provides as follows: "The recovery value of all stolen automobiles transported in interstate commerce should be obtained and set forth in the report by the office in whose territory it was recovered."

REASON FOR RULE

The present rule is based primarily upon the necessity of eliminating a file review in each case where a recovery value is set out in an investigative report from some office other than the office of recovery. It is understood that at the present time the Statistical Section gives no consideration to the recovery value of an automobile set out in a report from any office other than the office of recovery except in certain instances where the recovery value appears in a closing report from which it is clear that it has not previously been credited. To do otherwise would necessitate a file review in every case where a recovery value was set out in a report from some office other than the office of recovery in order to make certain that dual recoveries were not being taken.

OBJECTIONS TO AGENT'S SUGGESTION

RECORDED

INITIALS ON ORIGINAL - 12

In connection with Agent Coulter's suggestion the following observations are made as a result of the experience on the National Motor Vehicle Theft Act Desk:

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

OCT 15 1946

337

OK R

Investigative Report

66-2435-4-81

MEMO TO MR. ROSEN

1. In the usual case and in all Unknown Subject cases the office of recovery is the office of origin.
2. Cases in which the office of recovery is not the office of origin and in which the office of recovery is requested to furnish a teletype summary of investigation to the office of origin are very few and consequently this suggestion would not have any general application.
3. To adopt the suggestion would encourage offices of recovery, which were not offices of origin, to transmit teletype summaries in order to avoid the writing of a report and would increase communications expenses.
4. The small saving which would result from the elimination of some report writing would be more than offset either through the failure of the Statistical Section to properly credit recoveries or through the necessity for that Section to check files in all cases where recovery values were reported by offices other than offices of recovery.

#### RECOMMENDATION

With your approval, it is suggested that the attached letter of acknowledgment be forwarded to Special Agent Coulter and that the memorandum from the Knoxville Office containing his suggestion be routed to Mr. Olegg for consideration by the Streamlining Committee, together with the unfavorable recommendation of the Investigative Division.

66-6200-26

OJK:FE

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

TO : DIRECTOR  
FROM : SAC, MOXVILLE  
SUBJECT: REPORT WRITING  
NATIONAL MOTOR VEHICLE THEFT ACT CASES

DATE: July 12, 1946

The following suggestion has been made by Special Agent S. LUTHER COULTER:

Frequent cases occur in which another Division is the office of origin and a stolen automobile is recovered in this Division. In many of these cases it is necessary to send a teletype summary to the office of origin and in a large number of the cases it would be unnecessary to write a report in such cases except to report the recovery value of the automobile.

Agent COULTER has suggested that the recovery value be included in the teletype summary to the office of origin and that the office of origin include in the synopsis of the report written the fact that the automobile was recovered in this Field Division and also show the recovery value in the synopsis, thereby eliminating the writing of unnecessary reports in many cases.

It is requested that this matter be considered at the seat of Government and that the field be advised if the suggestion appears to be feasible.

SLC/bl  
26-00

ENCLOSURE

RECEIVED

66-2735-481

EX-12

INITIALS CH 01348

RECORDED  
&  
INDEXED  
73  
EX-50

482  
SAC, JACKSON

August 1, 1946

DIRECTOR, FBI

OFFICE ADMINISTRATION

Your communication of July 22, 1946 referred to recent instructions that reports should not be submitted to take a case out of a delinquent status. You also recalled instructions relative to the posting of certain letters, teletypes, and memoranda to other offices or to the Bureau which contained information that could have gone in a report.

You requested advice as to whether, in deserter cases and other type cases where all leads are in the office of origin and where the covering of such leads results in only additional leads being set out for the office of origin, it is permissible to post such memoranda reflecting investigation conducted in that office in order to prevent the case from being placed in a delinquent status.

You are advised that it is not permissible to post such memoranda inasmuch as it is against Bureau instructions to post memoranda within one's own division. Reference is made to Section (F), Bureau Bulletin #27, dated May 15, 1946 in which the following instructions were issued: "Status information shall be posted to the assignment card from letters, teletypes and memoranda sent to other offices or to the Bureau where such communications substitute for an investigative report."

AUG 1 5 09 PM '46

RECEIVED  
FBI  
JUL 31 1946

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

JAC:NB

55 AUG 14 1946



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: July 22, 1946

FROM : SAC, Jackson

SUBJECT: OFFICE ADMINISTRATION

*Investigative Reports*

The Bureau has issued instructions that reports should not be submitted to take a case out of a delinquent status. Instructions were also issued relative to the posting of certain letters, teletypes, and memoranda to other offices or to the Bureau which contained information that could have gone in a report.

The problem presents itself, particularly with reference to deserter cases and also other type cases where all leads are in the office of origin and where the covering of such leads results in only additional leads being set out for the office of origin. Presumably such a situation could extend over many months and up to and until the subject was eventually located. In complying with the Bureau's instructions no reports would be submitted during this entire period.

Please advise this office whether in such a situation it is permissible to post such memoranda reflecting investigation conducted in this office in order to prevent the case from being placed in delinquent status.

ZJVL:mos  
66-0-

RECORDED  
&  
INDEXED  
EX - 50  
73

66-2435-412

*Let. to Jackson  
8-1-46  
JAC: 113*

*[Signature]*  
11/10

509. 185 A

*Investigative Reports*

Re: ~~PERIOD FOR WHICH MADE~~

A review of numerous cases, especially in the Internal Security field, where investigations are conducted regarding key figures, infiltrations, nationality groups, and so forth, it was noted that the investigation in a large percentage of the cases covered the period from the date of the last report up to the date of the report then being submitted. This observation was likewise noted in involved cases, such as frauds against the government, and anti-trust investigations.

It was noted that in a considerable number of instances, as high as thirty-five to forty dates were set forth under the "Period for which Made" which was actually only three or four days less than the entire period for which report covered. Setting forth the period in this manner entails a considerable amount of work in assembling the work dates in chronological order as well as additional typing on the part of the stenographer, and it is, therefore, recommended that in cases where the investigation is of a continuous nature, namely key figure, infiltrations, nationality groups, and possibly accounting and anti-trust cases, that authority be granted to consider the period date that period from one report to the other, eliminating the various work dates.

*Sugg of  
SAC H. T. O'Connor  
Cleveland*

*Joint Committee  
Internal Security  
7-22-46  
H.C. H.  
483*

RECORDED  
&  
INDEXED

29 AUG 6 1946

58 AUG 14 1946

# Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: July 23, 1946

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #203A  
EMPLOYEE: SA DALE S. THOMPSON  
DETROIT FIELD DIVISION

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Beahm  
Miss Gandy

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

66-6200-46  
Dru Rep

EMPLOYEE SUGGESTS: That upon receipt of a complaint in such cases as fraud against the Government, a pending report be submitted upon the basis of the preliminary information obtained and the copy sent to the field office of the War Frauds Unit, and that upon receipt of a request from the War Frauds Unit field office an investigation be instituted without clearance through the Bureau with the Department.

## ADVANTAGES:

1. It was suggested that this would eliminate the delay of 30 to 60 days before instructions are received from the Bureau for the institution of investigation in this case.

## DISADVANTAGES:

1. Cases of this type by Departmental policy must be cleared specifically by the Seat of Government with the War Frauds Section. The field offices of the War Frauds Unit do not have authority to request investigations in these cases prior to the time clearance is obtained from the Seat of Government (Department) and consequently no saving in time would be effected.
2. It is advisable from the Bureau's policy standpoint for these cases to be authorized by the Department and discretion does not rest with the FBI.

RECOMMENDATION: Unanimously opposed.

RCH:WL

## EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance. See letter attached.

cc: Mr. Clegg  
Mr. Hendon

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

53 AUG 23 1946

RECORDED

EX - 22 INDEXED

AUG 2 1946

RECORDED COPY FILED IN 66-6200-46-5

Copy filed in 66-2554 of investigative reports

ER

203  
A

FRAUD AGAINST THE GOVERNMENT CASES

Upon receipt of complaints in such cases a closing report is submitted to the Bureau and it is then sent to the Department for authorization and the field then advised to go ahead with subsequent investigation. This usually takes from thirty to sixty days for clearance. Almost without exception such cases are authorized for investigation and referred to a field office of the War Frauds Unit for handling. If the original complaint was utterly unfounded it would have been placed in the 46-0 file. However, the original closing reports usually contain information requiring investigation beyond preliminary inquiry. After authority to investigate is given by the Department, investigation is carried out along the lines of a subsequent request of the field office of the War Frauds Unit.

It has been noted that in some instances the Department refers cases to the field War Frauds Unit who then request the closing of the case without any further investigation. This indicates that the referring of such original closing reports to the field is merely a routine matter in the Department. It is suggested that arrangements be made with the Department in order that, upon receipt of a complaint in the field, a pending report be submitted on the basis of preliminary inquiry and a copy of this pending report sent to the field office of the War Frauds Unit. Then, if the War Frauds Unit thinks the matter warrants subsequent investigation, he can request it at once, which would save from thirty to sixty days in the institution of the subsequent investigation.

Lt. Dale S. Thompson  
admiral

Joint Committee  
Memorandum  
7-23-46  
R. C. H.

66-2435-4/84

## OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 7/2/46

FROM : THE EXECUTIVE CONFERENCE

SUBJECT: CRIMINAL RECORDS

The Executive Conference today with Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, and Rosen in attendance considered the suggestion that a bulletin be issued to the field explaining the procedure to be followed in connection with incorporating information obtained from the Identification Division in reports.

*Investigative*  
Frequent misstatements are being made in reports upon receipt of the identification record from the Identification Division in incorporating such information under the caption "Criminal Record" of an individual. The Conference recommended unanimously that the bulletin attached be forwarded to the field. The bulletin states that in view of the fact that fingerprint records furnished to the field by the Identification Division under FBI numbers contain notations of the applicant fingerprints and other non-criminal fingerprints, it is desired that these records no longer be referred to as criminal records. The bulletin also explains the procedure to be followed in connection with the phraseology to be used in incorporating criminal data and information contained in the identification record in reports.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Director's notation: "OK H."

attachment

cc - Mr. Hendon  
Mr. Clegg

AR:MM

RECORDED  
&  
INDEXED

355

166-2435-485  
F B I  
43 AUG 16 1946

DB:mjd

MEMORANDUM FOR THE DIRECTOR:

*Investigative Reports*

RE: INSPECTION OF SAN FRANCISCO OFFICE  
SUGGESTION OF SA WARREN W. RICHMOND

SA WARREN W. RICHMOND during the course of the inspection of the San Francisco Office made the following suggestion:

Sections E of SAC Letters 28 and 47, Series 1946, are concerned with information regarding the date and place of birth of subjects and their spouses and their respective parents, and the latter SAC Letter advises of a survey being made at the Bureau in which this information is needed. Instructions presently call for an investigative report to be submitted, with copies to no other offices, containing the desired information. Instructions further are that this data should be recorded on the appropriate Security Index Card.

Special Agent STANLEY FEWSTER and I, in a discussion of this survey of the Bureau, wish to suggest that when the required data is obtained and placed on the Security Index Cards in the respective field offices, that the Bureau, under present instructions, is advised of the change in the Security Index Card, and that in this way, the Bureau is advised of this data independent of a separate investigative report.

It is possible that this makes the separate investigative report unnecessary and that the information or lack thereof on the Security Index Card prepared at the Bureau provides a source for this continuing survey as well as an easily available means of noting what further data is necessary in any particular case.

Respectfully,

*Dwight Brantley*  
DWIGHT BRANTLEY  
Inspector

*Let SACs know  
all SACs San Fran  
let SACs know  
cc SA  
memo Director  
7-30-46  
HWP*

63 AUG 28 1946

RECORDED  
349 &  
INDEXED 66-2435-1486

EX-10  
29  
TWO  
FBI

ks  
Bureau Bulletin #41  
July 31, 1946

## Investigative Reports

(E). REPORTS - AUTOGRAPHIC INITIALS OF STENOGRAPHER ON REPORT FORM. -- The Manual of Rules and Regulations is hereby changed so that in the future instead of the stenographer who types the report placing her initials in the "file" block of the report form, the initials will hereafter be placed in the lower lefthand corner of the first page of the file copy of reports which are typed by the stenographer or typist.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 3/14/83 BY SP8 BTJ/ma

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166-2435-  
NOT RECORDED  
91 AUG 9 1946

59 AUG 21 1946

ORIGINAL COPY FILED IN 66-03-766

13817

August 20, 1946

Honorable Gerald A. Gleeson  
United States Attorney  
U. S. Court House  
9th and Chestnut Streets  
Philadelphia, Pennsylvania

a  
My dear Mr. Gleeson:

Reference is made to your letter dated July 25, 1946 submitting suggestions which might contribute to the services of this Bureau to the offices of United States Attorneys. I appreciate very much your suggestions and I want to assure you that they are being given serious attention. I agree that your observation to the effect that too much inconsequential material is being included in investigative reports is correct on too frequent occasions and I am taking steps with a view to bringing about an improvement in this connection.

o I further agree that idle rumor has no place in an investigative report unless it when confirmed would be of benefit to the United States Attorney or to the further investigation of the case. At this time instructions are being transmitted to all our investigative personnel for the purpose of bringing about the necessary improvement in our investigative reports. I am hopeful that as a result of your suggestion the instructions which I am now issuing will bring about the necessary improvement.

I wish to express to you my appreciation for your thoughtfulness in submitting this suggestion.

Sincerely yours,

(s) J. Edgar Hoover  
Mailed by the Director

cc - Philadelphia

HHC:PJ

103  
63 AUG 29 1946

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66-2435-487  
FBI  
48 AUG 27 1946

EX-20

ORIGINAL FILED IN 62-133943-11



~~SECRET - AIR COURIER~~

Rio de Janeiro, Brazil  
May 24, 1946

Director, FBI

Re: CHANGE OF FORM OF SIS REPORTS

Dear Sir:

Reference is made to Bureau letter of May 3, 1946 captioned as above.

It is noted that no reference was made as to where the caption for the status of the report should be placed. Unless advised to the contrary, it is assumed the status caption will follow the administrative details on the cover page.

Very truly yours,

*Sam J. Papich*  
SAM J. PAPICH.  
Acting L.A.

SJP:RMB  
66-2

RECORDED 166-2435-1488  
EX-25  
1 AUG 16 1946

52 AUG 30 1946 103

RECORDED COPY FILED IN 66-3665-1757

Investigative Reports

## OFFICE OF DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

TO  
OFFICIAL INDICATED BELOW BY CHECK MARK

Mr. Tolson \_\_\_\_\_  
 Mr. E. A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen \_\_\_\_\_  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Gurnea \_\_\_\_\_  
 Mr. Harbo \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

See Me \_\_\_\_\_  
 Note and Return \_\_\_\_\_  
 For Your Recommendation \_\_\_\_\_  
 What are the facts? \_\_\_\_\_  
 Remarks: \_\_\_\_\_

*I don't agree.  
 I think Gleason's  
 contention as to point  
 1 is well taken.  
 Our reports for years  
 have been filled  
 with extraneous  
 matters & it is  
 about time we  
 got wise to our  
 actions.*

*the character of the critics. The  
 point must be made. We should  
 mention the fact that we are not only  
 the ones who are being criticized but  
 also the ones who are criticizing. We should  
 issue a statement to the public to  
 advise of our position.*

66-2435-470

## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : THE EXECUTIVES CONFERENCE

SUBJECT: SUGGESTION OF USA G. A. GLEESON  
PHILADELPHIA, PENNSYLVANIA

DATE: August 14, 1946

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beam	
Miss Gandy	

The Executives Conference on August 13, 1946, those present being Messrs. Ladd, Glavin, Tracy, McGuire, Rosen, Harbo, Hendon and Clegg, considered the suggestion made by United States Attorney Gleeson of Philadelphia concerning the inclusion of unnecessary material in investigative reports.

The attached letter in reply to Mr. Gleeson in line with the Director's instructions was approved.

In addition the attached bulletin to the field calling attention to these derelictions was approved. Also the Conference unanimously recommended that 30 days from the issuance of this bulletin the supervisors who have occasion to review reports make use of the attached form letter, which was approved, in informing the field as to apparent violations of the instructions set forth in the bulletin.

It was also recommended that beginning 30 days from the date of the attached memorandum to the Assistant Directors who have an opportunity to review investigative reports certain supervisors be selected in the investigative divisions to make spot checks of 500 investigative reports stamped "file" and that these spot checks continue for four consecutive weeks with the supervisors making use of the form letter whenever there are apparent violations of the instructions.

There is also attached a memorandum to Bureau inspectors enlisting their efforts in the same improvement of investigative reports.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED

INDEXED

29 AUG 28 1946

cc - Mr. Hendon  
Mr. Clegg

Attachments (5)

HHC:PJ

59 SEP 6 - 1946

Copy filed in 66-2554

*Mr. Tolson's  
Director's  
3-27*

*OK  
D.*

*FILE*

August 20, 1946

MEMORANDUM FOR MESSRS. TOLSON  
E. A. TAMM  
LADD  
ROSEN  
NICHOLS  
GLAVIN  
GURNEA  
HAUGHTEN  
CLEGG

There is being transmitted at this time to the field a bulletin which instructs that unnecessary information not be included in investigative reports, that idle rumors and gossip be eliminated and further that reports should not be sent to the United States Attorney when they do not contain information of official interest to him. A form letter has also been approved for use by the supervisors who have occasion to review investigative reports so that during the regular review of reports the form letter may be used for informative and educational purposes to point out to the field samples of unnecessary material included in reports as well as to similar violations of instructions contained in the bulletin.

It is desired that thirty days after the date of this memorandum to you, you arrange to have made a spot check of approximately 500 investigative reports, which are stamped *filed* each week for four consecutive weeks. The selected supervisors from the investigative divisions who check these reports should make use of the form letter in advising the field of apparent violations of the Bureau's instructions set forth in the bulletin presently being transmitted entitled RE: UNNECESSARY AND INCONSEQUENTIAL MATERIAL AS WELL AS RUMORS IN INVESTIGATIVE REPORTS.

By this means it is hoped that the field can be instructed in such a manner as to bring about promptly a substantial compliance with the Bureau's instructions.

Very truly yours,

John Edgar Hoover  
Director

COMMON

MAILED

AUG 26 1946 P.M.

SEP 9 1946

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AUG 20 4 41 PM '46

RECEIVED-DIRECTOR

U.S. DEPT. OF JUSTICE

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Clegg  
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Mohr  
Tele. Room  
Holloman  
Quinn Tamm  
Nease  
Gandy

ps

August 20, 1946

MEMORANDUM FOR MESSRS. HENDON  
MORGAN  
GURNIEA  
NAUGHTEN  
ACERS  
SCHEIDT  
SOUCY

You will observe a bulletin soon to be issued to the field relating to ~~unnecessary~~ rumors and gossip in investigative reports and to the further undesirable practice of transmitting to United States Attorneys reports which do not contain information of official interest to United States Attorneys. During the inspection of field offices and particularly during the review of investigative case files it is desired that you consider as a substantive error any violations of these instructions and that you call for an explanation, on the usual memorandum form, of such violations.

The Bureau desires to bring about a great improvement in the quality of its investigative reports and it is obvious that there has developed a practice of including too much immaterial information in reports, which practice must be discontinued.

You should give this matter your very special and vigorous attention.

Very truly yours,

John Edgar Hoover  
Director

AUG 20 4 40 PM '46  
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U.S. DEPT. OF JUSTICE

COMMUN. DIV.  
MAILED 13  
AUG 26 1946 P.  
HHC:PS  
FEDERAL BUREAU OF INVESTIGATION  
337

RECORDED & INDEXED  
312  
66-8435-492  
FBI  
AUG 29 1946

RECORDED COPY FILED IN 66-54463-47

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 7/9/46

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #304  
 EMPLOYEE: BUIST/SWAIN  
 BIRMINGHAM FIELD DIVISION

Mr. Tolson  
 Mr. E. A. Tamm  
 Mr. Clegg  
 Mr. Glavin  
 Mr. Ladd  
 Mr. Nichols  
 Mr. Rosen  
 Mr. Tracy  
 Mr. Carson  
 Mr. Egan  
 Mr. Gurnea  
 Mr. Harbo  
 Mr. Hendon  
 Mr. Pennington  
 Mr. Quinn Tamm  
 Tele. Room  
 Mr. Nease  
 Miss Beahm  
 Miss Gandy

EMPLOYEE SUGGESTS: That the initial letters, such as C for colored, F for female and M for male, which indicate the color and sex of subjects be placed in the title of reports immediately following the name of the subject. The purpose of this is to enable index cards to be prepared reflecting this information.

## ADVANTAGES:

1. Facilitate subsequent searches of the file.
2. Eliminates unnecessary pulling of files when you have made your identification.

## DISADVANTAGES:

1. Frequently this information is inadequate.
2. So often the sex of the subject is indicated by the name.
3. Since copies of reports go to United States Attorneys we would have to write 12 letters per year to each United States Attorney and each Assistant explaining what this business meant.
4. Similar letters would have to be sent to each new Departmental official as he is appointed.
5. Confusion with initials.

RECOMMENDATION - CHIEF CLERKS' CONFERENCE: In favor - 1  
 Opposed - 30

## RECOMMENDATION OF THE JOINT COMMITTEE:

Members Present; H. H. Clegg E. E. Conroy  
 R. C. Hendon E. Scheidt

Recommendation: The Joint Committee agreed with the overwhelming majority of the Chief Clerks for the reasons listed under disadvantages.

HHC:ER

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

Respectfully,  
 For the Conference

HHC:ER

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg

Mr. Hendon

56 SEP 18 1946

Copy filed in 66-2554  
 of H. H. Clegg - J. Glavin et al.

Ja

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 37 SEP 10 1946

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 7/9/48

FROM : JOINT COMMITTEE

**SUBJECT: SUGGESTION #309**

EMPLOYEE: ELEANOR WASCHER  
HOUSTON FIELD DIVISION

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Miss Beahm  
Miss Gandy

EMPLOYEE SUGGESTS: That it be a requirement that the assignment of  
incidental leads in cases be indicated by making a  
notation alongside the lead on both copies of investigative  
reports.

**ADVANTAGES:**

1. Can be easily ascertained to whom lead is assigned by glancing at lead itself.
2. Aids supervisor in determining to whom lead is assigned.

**DISADVANTAGES:**

1. Some offices have Resident Agencies with one Agent assigned and it can be ascertained without any notation to whom the lead is assigned.
2. Somewhat in duplication of lead card.
3. Reassignments would soon make margin of report messy looking.
4. Chargeout or dictation slip are aid in this direction.
5. Requires additional clerical time in making original notation and reassignments.

RECOMMENDATION - CHIEF CLERKS' CONFERENCE: In favor - 4  
Opposed - 27

CONSIDERATION BY THE JOINT COMMITTEE:

Members present: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

Recommendation: Unanimously opposed for the reasons stated.

HHC:ER

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion. 11

Respectfully,  
For the Conference

HHC:ER

cc: Mr. Clegg  
Mr. Hendon

Clyde Tolson

E. A. Tamm

37 SEP '11 1946

55 SEP 16 1946  
337

## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 8/13/46

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #367  
EMPLOYEE: SA EDWARD T. STEELEMEMBERS PRESENT: H. H. CLEGG  
R. T. HARBOL. V. BOARDMAN  
S. K. MCKEE

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

EMPLOYEE SUGGESTS: That wherever available the FBI number of the subject be included in the title of investigative reports.

## ADVANTAGES:

1. Will serve as ready notice to the Agents to whom the case is assigned that the subject has a known criminal record.
2. It is suggested that this would put the United States Attorney reviewing the report on notice that the subject has a previous criminal record; thus possibly causing him to give the case more thorough consideration.
3. Would be of assistance to supervisory personnel in reviewing voluminous files concerning fugitive subjects.
4. It is stated this information would be of assistance in the Chief Clerk's Office in identifying the incoming serial. This would be particularly true after this procedure had been in existence for a number of years and it would be more helpful in cases where common names are involved. In connection with common names the FBI number could also be used to good advantage on index cards.

## DISADVANTAGES:

1. This would further complicate the preparation of reports.
2. There would be an increase in the possibility of error by the transposition of digits in the FBI numbers.
3. There already is available in the investigative report a considerable volume of data which will make it possible to readily determine the proper file, such as the reference to prior reports in the case.
4. Placing the FBI number in the title would merely be another vehicle avoiding the necessity for Agents properly reviewing files.
5. The fact that the subject has a criminal record is readily available through a review of the file.
6. Another possibility of error would be in those fugitive memoranda emanating from the Identification Division reflecting a possible identification. The FBI numbers in such cases should under the proposed rule not be placed in the title of the report until the identity of the subject has been definitely established but it is believed that errors would occur in this respect if the proposed rule were adopted.

RECOMMENDATION: Mr. McKee is in favor of the suggestion. Messrs. Boardman, Harbo and Clegg are opposed.

RTH:HD

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously unfavorable. 8/26/46. Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, and Harbo.

RTH:AF

53 SEP 20 1946

CC - MR. CLEGG, MR. HENDON

RECORDED  
INDEXED

37 SEP 18 1946

64-166-2435-495

SEP 19 1946

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Copy filed in 66-2554



13816

Director, FBI

June 12, 1946

SAC, Honolulu

DESERTER CASES - REPORTS TO BUREAU

Reference is made to Bureau Bulletin No. 27, dated May 15, 1946, Series 1946.

The Bureau is requested to clarify this bulletin by advising if a report should be prepared omitting the copies designated for the Bureau when a report is necessary for the purpose of setting forth leads for auxiliary offices and no special reason exists for submitting the report to the Bureau.

JDG:AL  
42-00

RECORDED

166-2435-4/9/6  
F B I

70 SEP 20 1946

53 SEP 27 1946

*Investigative Reports*

TJG:hdb

cc Mr. Tamm

Mr. Rosen

Mr. McCabe

Mr. Rankin

Mr. Gearty

Training Division

August 27, 1946

The Director

A. Rosen

SUGGESTED SUPPLEMENT TO BUREAU  
BULLETIN 27, Series 1946  
DESERTER CASES - Reports to the Bureau

Bureau Bulletin 27, Series 1946, has been prepared and sent to the Field under date of May 15, 1946. Under Section (A) of this Bureau Bulletin, entitled "Deserter Cases--Reports to the Bureau", it was pointed out that copies of Deserter reports no longer shall be submitted to the Bureau except in the following instances:

1. When the Deserter investigation originates in the Field upon the specific request from the Armed Service
2. When, in the opinion of the Special Agent in Charge, a special reason exists for submitting a report to the Bureau in a specific Deserter case

It has been noted by the Deserter Desk supervisors that some confusion exists in the minds of the Agents in the Field concerning this Bulletin. It appears that they take the Bulletin to mean that no reports, including those to the office of origin reflecting the fugitive's apprehension, are to be submitted in a Deserter case and indicate that the matter can be closed with the submission of an apprehension teletype to the office of origin and the Bureau. This misapprehension is evidenced by the many apprehension teletypes which are received from auxiliary offices in which they close by including the phrase "RUC" or "no report".

It should be pointed out in this regard that Bureau Bulletin 27 has not changed the Manual of Instructions requirement for the submission of reports to the office of origin by the apprehending office in Deserter - Fugitive cases, but has only eliminated the Bureau as the recipient of same. Under the provisions of Bureau Bulletin 27 it should be pointed out that the office of origin is now the sole repository for full and complete information concerning Deserter - Fugitive investigations, having taken the Bureau's place in this regard; therefore, it is important that the Field Offices are made cognizant of the position the office of origin now assumes so that care will be taken to furnish them copies of all information developed in the course of a particular investigation. The Bureau has frequently received requests from the War and Navy Departments for copies of Deserter apprehension reports. These copies ordinarily are to be used before the Courts-martial, and it is now the practice of the Deserter Desk to contact the office of origin for the reports containing apprehension information.

if the present practice of auxiliary offices continues in not writing reports for the office of origin but relies only on the apprehension teletype to notify the division of origin and the Bureau, then the ensuing attempts to rectify the situation and produce a report for the Armed Service at a later

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EX-31

80

SEP 25 1946

56 SEP 27 1946

ORIGINAL COPY FILED IN

The Director

date on the basis of the meager information contained in the apprehension teletype is certain to result in considerable delay together with a possible loss of investigative detail which could be invaluable in the event the subject again became a Deserter fugitive at a later date.

A further perusal of Bureau Bulletin 27 brings up the question of the necessity for the submission of reports to the Bureau in Deserter cases where the investigation was instituted in the Field upon the specific request of the Armed Services. This situation arises when a general prisoner escapes from a military or naval prison. The theory under which Bureau Bulletin 27 requires the submission of a report to the Bureau in these cases is that the Bureau then will have on file the specific authority under which the investigation was instituted together with the background data concerning the fugitive. It should be pointed out in this regard that in every case involving an escaped general prisoner where the commanding officer of the military or naval prison requests that the Field Office conduct investigation, the Bureau is immediately advised by teletype setting out the subject's name and serial number together with the facts of his escape. Upon the receipt of this information from the Field the interested Service is contacted and they in turn issue the usual written request form for the Bureau's assistance in continuing investigation. Inasmuch as the Armed Service headquarters in Washington invariably confirms the request of the local military or naval prison in writing, copies of the reports containing this information are no longer necessary at the Bureau. \*

ACTION RECOMMENDED

It is recommended that the attached supplement to Bureau Bulletin 27, Series 1946, be issued to the Field.

Attachment

MEMORANDUM: AR:WW 8/27/46 Unanimously approved by Executive Conference today with Messrs. Ladd, Clegg, Hendon, Harbo, Tracy, Glavin, and Rosen in attendance.

*hbr*

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
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Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 7/22/46

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #349

EMPLOYEE: ASAC WILLIAM C. RYAN  
CHARLOTTE FIELD DIVISION

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Gandy	

*Investigative Reports*

*Testing of*

EMPLOYEE SUGGESTS: That the rule as to when a subject is to be listed as a fugitive in an investigative report be clarified.

By Bureau Bulletin No. 14, series 1946 dated March 14, it was stated, "Whenever process is filed and a warrant issued for a subject whose whereabouts is unknown, the subject is to be considered a fugitive for Bureau purposes. Escaped Federal Prisoners and Deserters, as heretofore, are also considered fugitives. There shall be no change in the manner in which fugitive cases are to be handled."

ASAC Ryan has pointed out that it appears to be a general practice for field offices to indicate subjects as fugitives in those cases where process is filed in one field office territory against subjects who are already known to be in custody of local officers in another field office territory. It is believed that this is in direct violation of the present rule covering the definition of a Bureau fugitive.

## CONSIDERATION BY THE JOINT COMMITTEE:

## MEMBERS PRESENT:

H. H. Clegg  
R. C. HendonE. E. Connelley  
E. Scheidt

RECORDED &amp; INDEXED

166-2435-498  
32 OCT 31 1946

## RECOMMENDATION:

Unanimously that by Bureau Bulletin the definition of a fugitive be reiterated and that it be pointed out that a subject should not be designated as a fugitive, under any circumstances, when their whereabouts are known, even though they may be located in some other field division territory. Further, it is recommended that the Fugitive Supervisors at the Bureau send letters to the field in all instances where incorrect designation of fugitives is observed.

RCH:fvk

## EXECUTIVES CONFERENCE CONSIDERATION:

The Conference consisting of Messrs. Tamm, Long, Hendon, Rosen, Glavin and Ladd was in favor of the dispatch of a Bureau Bulletin as recommended by the Joint Committee, with the exception of Mr. Rosen.

337  
57 OCT 14 1946  
cc: Mr. Clegg  
Mr. Hendon

copy filed in 66-2554

with

FILED  
PERS. FILES

Mr. Rosen does not feel that a Bulletin is necessary. He states that from his observation it has not been a general practice for the offices to claim fugitives improperly and that he does not feel that general instructions are necessary but that the exceptions could be corrected through individual letters which are being sent from the Investigative Division as the errors are noted.

Respectfully,  
For the Conference

I agree with  
majority

9-4

←  
J. E. Tamm.  
H.

CC - Mr. Clegg

Clyde Tolson

EAO  
E. A. Tamm

RECEIVED  
SEP 11 1936  
U. S. DEPT. OF JUSTICE

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS *re*

DATE: September 16, 1946

FROM : R. F. CARTWRIGHT *if*

SUBJECT: SUGGESTION OF FIELD CHIEF CLERKS

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

*a* *Investigative Reports handled separately*

The attached suggestion of the Chief Clerks revives the question as to whether index guides should be prepared in the field divisions on reports over 25 pages. As you know, the Records Section prepares index guides here on such reports in all cases. The field prepares such guides presently at the discretion of the agent dictating the report.

While, as pointed out by the attached memorandum, a uniform practice on the part of the field in preparing such guides would undoubtedly be of some assistance to the Chief Clerks' Offices in the field, it is not felt that it would be of any value to the Bureau. Our experience has been that the index guides prepared in the field have to be augmented and completed in all cases to fulfill the Bureau's index needs. Accordingly, there is no time saved here. From a Records Section standpoint there is no advantage although there may be an advantage to the field. Whether this last benefit would justify the time consumed is questionable.

## RECOMMENDATION:

My recommendation is that the present practice be continued, that is, that index guides be prepared by the field whenever the dictating agent feels it necessary or desirable.

LBN:RC 9/18/46 ADDENDUM:

The Executives' Conference consisting of Messrs. Quinn Tamm, Morgan, Harbo, Rosen, Ladd and Nichols, after considering the foregoing suggestion unanimously recommended no change in the present practice.

Attachment

RFC:fvk

44  
52 OCT 11 1946RECORDED  
&  
INDEXED

EX-71

166-2435-499  
32 OCT 35 1946

RECORDED COPY FILED IN

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. ROSEN

DATE: July 9, 1946

FROM : C. J. MARTIN

SUBJECT: REDUCTION IN INVESTIGATIVE REPORTS--  
GENERAL LEADS AND CIRCULARIZATIONS

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

In connection with investigations to locate fugitives, it is sometimes desirable to conduct a circularization on a nationwide basis for information to determine the fugitive's whereabouts. In such instances after a circular letter is approved by the Bureau, it is forwarded to the office of origin which is instructed to notify all divisions to distribute copies of the approved circular letter. Upon the completion of the circularization, each field division generally prepares an investigative report reflecting the completion of the circularization.

Also in fugitive cases, particularly in those where the fugitive subjects have sometimes been sought for a considerable period of time and there is an absence of immediate investigative leads, general leads are set out by the office of origin for the attention of all divisions. Such leads usually relate to contacts with law enforcement agencies in principal cities, motor vehicle bureaus and other types of organizations and agencies both for the purpose of placing stop notices and to conduct specific investigation. In such instances, also, each division prepares an investigative report covering the activity performed by it pursuant to the request of the undeveloped lead.

OBSERVATION

The vast majority of reports received from the field reflecting completion of an approved circularization or the coverage of general leads for the most part are negative as far as any information of value to the investigation is concerned. Despite this, it is necessary that such reports be handled at the Bureau and ultimately find their way into files embodying a mass of paper containing no information of value whatsoever.

It is suggested that in such cases a new procedure be adopted for the handling of circularizations and general leads. As far as circular letters are concerned, such investigative activity could more easily be handled by the office of origin which could give the necessary instruction to all divisions by a letter to the Bureau with carbon copies to all Special Agents in Charge. This letter should instruct all divisions to conduct the necessary investigation or to distribute the approved form letter and to submit an investigative report only when some information of positive value is secured through the requested activity. Upon completion of the circularization, placing of stop notices or securing data of only negative value, a report should be made by the auxiliary offices by letter to the office of origin. The office of origin will have the responsibility of closely following the activity of auxiliary offices to insure that the necessary action has been completed and upon completion thereof should report such activity in the next investigative report.

RECOMMENDATION

Is concurred, with the above, it is recommended that this memorandum be transmitted to the Training Division for further consideration and any necessary action.

CJM:MG:MFW

RCH: fub

*Sugg.* # *356*

*a*

MEMPHIS FIELD DIVISION  
Memphis, Tennessee  
July 18, 1946

MEMORANDUM FOR SAC.

RE: INVESTIGATIVE SUGGESTION

It has come to the attention of the writer recently that apparently some of the field personnel are not familiar with the procedure which must be followed in subpoenaing members of the armed forces and are not setting out the Serial Number of Army, Navy, or Marine Corps persons who may be witnesses in a case. This in mind, the following suggestions are being submitted:

In order to avoid duplication of effort the Serial Number of a member of the armed forces who may be considered as a possible witness in a case under investigation should be obtained at the time of investigation and included in the investigative report. This is essential inasmuch as it becomes necessary for the United States Attorney's Office to notify the War Department, or other departments as the case may be, at least ten days prior to the date of the Grand Jury or trial of the case and it is imperative that they set forth in the notification the full name and Serial Number of the service man who is being subpoenaed as a witness.

*No action*

WEH:er

RECORDED  
&  
INDEXED

WINIFRED E. HOPTON  
Special Agent

*62*  
59 OCT 23 1946

X-16  
RECORDED  
&  
INDEXED  
*63*

*an*  
66-2435-500X  
*2*



*Permission  
involved cases  
Previously handled  
(2/17/46)*

LOUISVILLE, KENTUCKY  
July 16, 1946.

MEMO FOR DIRECTOR:

RE: INSPECTION OF THE LOUISVILLE OFFICE  
SUGGESTION OF SA FRANK L. GRUBBS.

SUGGESTION: SA FRANK L. GRUBBS, Louisville, suggests that the Bureau consider reverting to the former Bureau rule regarding resetting of leads in investigative reports.

SA GRUBBS' COMMENTS:

SA GRUBBS referred to the present Bureau rule regarding the re-setting of leads in investigative reports recently promulgated providing that leads would not be reset or asterisked at any time once they had been set forth in an investigative report. He also referred to the former rule which permitted the resetting of leads no oftener than once every thirty days in investigative reports.

SA GRUBBS suggests that the old Bureau rule is more desirable than the present rule and that the Bureau may desire to reconsider its present rule.

ADVANTAGES OF RETURNING TO OLD BUREAU RULE:

- 1: It would save time in review of file by supervisor and Agent handling case.
- 2: In involved cases, this time saving factor would be of great importance.
- 3: Where additional information of value to an auxiliary office is included in a subsequent report such data could be used to advantage by the auxiliary office, and by resetting a former lead would tend to call these added data to the attention of the auxiliary office.
- 4: Former Bureau rule providing for the restatement of leads no more frequently than every thirty days amply covered the necessity of restating leads.

DISADVANTAGES:

- 1: Agent GRUBBS suggested no disadvantages to reverting to the former Bureau rule.

Respectfully,  
T. E. GAUGHTEN

T. E. GAUGHTEN  
INSPECTOR.

52 OCT 28 1946

*ps* Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 7/22/46

FROM : JOINT COMMITTEE

**SUBJECT: SUGGESTION #348**

EMPLOYEE: SUPERVISOR CARL J. MARTIN  
SEAT OF GOVERNMENT

Mr. Tolson  
 Mr. E. A. Tamm  
 Mr. Clegg  
 Mr. Coffey  
 Mr. Glavin  
 Mr. Ladd  
 Mr. Nichols  
 Mr. Rosen  
 Mr. Tracy  
 Mr. Carson  
 Mr. Egan  
 Mr. Gurnea  
 Mr. Hendon  
 Mr. Pennington  
 Mr. Quinn Tamm  
 Tele. Room  
 Mr. Nease  
 Miss Beahm  
 Miss Gandy

EMPLOYEE SUGGESTS: That auxiliary offices not submit ~~reports~~ reflecting the placing of stop notices or the results of the wide ~~distribution of circular letters~~, but that instead they submit a letter to the office of origin reflecting the results of the action taken. The office of origin, upon the coverage of all such leads by auxiliary offices should then reflect this information in its next report submitted.

**ADVANTAGES:**

1. Under the present practice it is frequent that fifty-one field divisions will submit investigative reports reflecting nothing other than the placing of a stop notice or the completion of circularization requests by the office of origin. The suggestion will eliminate these unnecessary reports with a consequent saving of stenographic and clerical time both in the field and at the Seat of Government.
2. Reports in such instances add nothing to the substantive development of the case.

### DISADVANTAGES:

1. The Bureau would not be currently advised as to the progress being made as to the placing of stop notices or the completion of the circularizations.

CONSIDERATION BY THE JOINT COMMITTEE

MEMBERS PRESENT:

H. H. Clegg 31 OCT 23 1946  
R. C. Hendon E. Scheidt

**RECOMMENDATION:**

Unanimously favorable

RCH:fvk

**EXECUTIVES CONFERENCE CONSIDERATION:**

Unanimously approved by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Bureau Bulletin  
Typed (9-16-46)

63 OCT 12 1946  
Mr. Hendon

EX-16  
RECORDED  
INDEXED  
JUN 16 1958  
THE JOINT COM  
H. H. Clegg  
R. C. Hend  
Unanimousl.

SAC, Kansas City

November 7, 1946

Director, FBI

INVESTIGATIVE REPORTS  
UNDEVELOPED LEADS

Reference is made to your letter of October 4, 1946 concerning the revision of the prior rule which required that all outstanding leads be restated. For your information Part I, Section 53F of the FBI Handbook, Page 32 will be appropriately revised in keeping with the present rule which is to the effect that undeveloped leads once set forth should not be subsequently restated. While it is understood that some little additional supervisory time might be required in a review of the file to determine just what undeveloped leads may presently be outstanding when they are not periodically restated the savings on the part of dictating Agents and stenographers in the opinion of the Bureau will more than compensate. It was with a full consideration of these factors that the old rule was eliminated and no change is presently contemplated. A lack of uniformity would result were this proposition left to the discretion of individual SACs which would be undesirable.

RECORDED

66-5435-503

28

Unanimously approved by the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, McGuire, Clegg, Ladd, Long and Rosen.

Approved by Joint Committee 10/25/46, those present being Messrs. Hendon, Harbo, Scheidt and McKee.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. McGuire  
Mr. Mumford  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

DEC 2 1946  
cc - Mr. Clegg  
RCH: PJ

NOV 13 3 23 PM '46  
U.S. DEPT. OF JUSTICE  
RECEIVED DIRECTOR

## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : THE EXECUTIVES' CONFERENCE

SUBJECT:

DATE: September 6, 1946

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

*Investigative Reports*

The Executives' Conference on September 3, 1946, those present being Messrs. Harbo, Ladd, McCabe, Tracy and Clegg, gave consideration to a suggestion growing out of a discussion with an SAC recently that there are still numerous errors being made by Special Agents in the field in report writing which are corrected in the rough draft forms which the Bureau never observes. He believed it would be well to repeat the fundamentals of report writing before In-Service School.

Those present at the Executives' Conference unanimously agreed to a recommendation that for a period of two weeks only, the supervisors at the Seat of Government, and the SAC's, ASAC's and field supervisors prepare error cards to show the mistakes being made in report writing both in the field and those which reach the Seat of Government, so that from an analysis of these types of mistakes, training and instruction can be given. It was believed that there should be eliminated from these error cards the name of the Agent, the date of the report and the title of the case but that the name of the office should be indicated in order to disclose frequently occurring errors in any one division. Since this is for a period of two weeks and as it might be very disclosing and indicate special types of training necessary, it is unanimously agreed that such a program should be inaugurated beginning at an early date.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED  
&  
INDEXED  
267

66-2435-502

31 OCT 3 1946

cc: Mr. Clegg  
Mr. Hendon

HHC/wl

*Letter to SACs  
and Div. chiefs  
Typed 9/13/46  
HHC-PJ.*

52 OCT 10 1946.

337

*Copy filed in 66-2435-54*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI *JAC*

DATE: October 4, 1946

FROM : SAC, Kansas City *Sugg # 451*SUBJECT: INVESTIGATIVE REPORTS,  
UNDEVELOPED LEADS

Reference is made to Section (D) of Bureau Bulletin #35, Series 1946, dated June 26, 1946, concerning the above subject matter. This bulletin refers to Section 11-0 (10) of the Manual of Rules & Regulations with reference to the restatement of all outstanding undeveloped leads on the part of the office of origin and the office of prosecution each thirty days. The bulletin continues that this requirement is now eliminated, and undeveloped leads once set forth should not be subsequently restated.

The Bureau's attention is respectfully invited to Part I, Section 53F of the FBI Handbook, page 32, which provides as follows:

"The office of origin and the office of prosecution shall set forth at the end of each report a complete restatement of all outstanding undeveloped leads for all offices except that this requirement is not applicable with greater frequency than once every thirty days. An asterisk shall be placed before such restated undeveloped leads."

It is noted that page 32 of Part I of the FBI Handbook, containing the above requirement, was revised as of August 26, 1946.

An examination of Section 11-0 of the new Manual of Rules & Regulations, which is entitled "Undeveloped Leads in Investigative Reports", reflects that it fails to contain any provision with reference to the bringing up of undeveloped leads.

The Bureau is requested to advise me as to whether the revision of the FBI Handbook dated August 26, 1946, referred to above, countermands the instructions contained in Section (D) of Bureau Bulletin #35 dated June 26, 1946.

For the Bureau's information, in the event the FBI Handbook is in error at the present time in continuing the above provision regarding the restatement of leads, I would like to urge that the Bureau reconsider its instructions set forth in Bureau Bulletin 35 in this regard. I feel that the restatement of outstanding leads at least once each thirty days on the part of the office of origin at least, if not also on the part of the office of prosecution, serves a very useful purpose. In the event the Bureau does not desire to require both the office of prosecution and the office of origin to restate all outstanding leads each thirty days, I feel that the Bureau should amend its instructions so that it is discretionary upon the part of the offices involved to restate the leads if it will assist that office in the proper handling of its work. *ml*

*Letter to SAC, Kansas City*  
*11/7/46*  
*PCA-ry.*

RECORDED

EX-5

F

B

D

OCT 7 1946

JPM

TWO

*166-2435-503*

Director, FBI  
Re: INVESTIGATIVE REPORTS,  
UNDEVELOPED LEADS

10/4/46

It has become increasingly difficult since the restatement of leads was discontinued by Bureau Bulletin #35, to properly review a long involved file in a short time to determine whether it is receiving proper attention. It does not require an abnormal amount of time either on the part of a stenographer on an Agent to keep the leads restated up to date each thirty days.

It is urgently requested that the Bureau consider this problem and advise me of its decision. It is further requested that I be advised as to whether Part I, Section 53F of the FBI Handbook represents the latest Bureau instructions in this regard.

RIM:HD

August 28, 1946

MEMO FOR MR. HOOVER  
TOLSON  
TAMM, E. A.  
CLEGG  
CONNELLEY  
GLAVIN  
LADD  
NICHOLS  
ROSEN  
TRACY  
BAUGHMAN

CALLAHAN  
CALLAN  
CARLSON  
CARSON  
CARTWRIGHT  
CONRAD  
COYNE  
DOWNING  
EGAN  
FITCH  
GURNEA

HARBO  
HENDON  
HINCE  
JONES  
LEONARD  
LONG  
McCABE  
McGUIRE  
MOHR  
MORGAN  
MUMFORD

NAUGHTEN  
NEASE  
PARSONS  
PENNINGTON  
RENNEBERGER  
ROGERS  
SIZOO  
STRICKLAND  
TAMM, Q.  
AND SUPERVISORS

RE: REPORT WRITING

The Bureau desires your cooperation in the reduction of unnecessary, immaterial and inconsequential data in investigative reports, in the elimination of idle gossip and rumors from reports, and in discontinuing the practice of sending to United States Attorneys, reports which are unnecessary for his consideration such as those which reflect solely attempts to locate fugitives and administrative or investigative data that have no bearing on the prosecution of the case.

As an aid in bringing about a greater understanding on the part of Special Agents in field offices in complying with the Bureau's wishes in this regard there is attached hereto a form letter to be used for informative purposes in notifying the field of apparent violations of the Bureau's instructions in this connection. During the review of reports when you observe pages, paragraphs and sentences which are unnecessary, the page and paragraph number, or if a sentence is involved the specific sentence or paragraph should be indicated on the form letter. If certain portions of a report seem to be too verbose such portions of the report should be pointed out under the appropriate heading of the form letter. If the report is one which should not have been sent to the United States Attorney and yet a copy was indicated for such official, a check mark in the appropriate place on the form letter should be made.

In addition to the use of this form letter as a result of your regular review of reports special spot checks ~~are~~ <sup>are</sup> being made.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

DUPLICATE YELLOW

56 SEP 4 - 1946 MAILED

ORIGINAL FILED IN 61-02

from time to time to aid further in bringing about an improvement in  
investigative reports.

Very truly yours, -

J. E. Hoover

John Edgar Hoover  
Director

Attachment



8-28-46

BUREAU BULLETIN NO. 45

Series 1946

- 2 -

a (B) REPORT WRITING - UNNECESSARY AND INCONSEQUENTIAL MATERIAL AS WELL AS RUMORS IN INVESTIGATIVE REPORTS. -- An investigative report prepared by a Special Agent of the FBI has for its purpose the making of record, information and evidence which would be of value to the United States Attorney in rendering decisions as to prosecution and which would be of aid in the actual prosecution of cases. In addition, the reports are permitted to contain necessary information which would be of aid in the development of further required investigations. Too much immaterial, inconsequential and extraneous data are being included in investigative reports. This is evidenced not only by observations at the Bureau but a complaint has been received from a United States Attorney to this effect and it is believed that such a complaint is too frequently a justifiable one. This practice of including unnecessary material in reports has been developing for a matter of years and something must be done about it at once to bring about required improvement.

It is erroneous for a Special Agent to attempt to justify by a voluminous report the time spent on an investigation. Extraneous and unnecessary data in a report reflect adversely on the efficiency of the Special Agent who prepares it and contributes to an unnecessary expense in dictation, transcription, typing and review. Similarly, idle rumors and gossip should not be included in reports as only matters of substance affecting the investigation have a place in such reports.

The supervisory staff in the field and at the Seat of Government are being put on the alert to eliminate these practices. Each Special Agent should recognize that the submission by him of reports provides one important test of his efficiency.

As a further aid in preventing future criticism by United States Attorneys of this type, reports which reflect solely investigative activity undertaken to locate fugitives and witnesses should not be sent to United States Attorneys unless in rare instances they make a specific request for such reports. Frequently when it may be believed necessary to include such information in an investigative report the steps taken to locate witnesses, if material at all, should be summarized. Background material, the application of special techniques and other similar data which do not have any bearing on the prosecution of cases should in most instances be incorporated in a memorandum or if the information should be transmitted to the Bureau it should be included in a letter rather than in the investigative report.

It is desired that each Special Agent give this matter immediate careful personal attention to bring about the desired improvement.

66-63-1-769

## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : THE JOINT COMMITTEE

DATE: 9/20/46

SUBJECT: SUGGESTION #395  
EMPLOYEE: S. LUTHER COULTER  
SA, KNOXVILLE DIVISION

Mr. Tolson ✓  
Mr. E. A. Tamm ✓  
Mr. Clegg ✓  
Mr. Coffey ✓  
Mr. Glavin ✓  
Mr. Ladd ✓  
Mr. Nichols ✓  
Mr. Rosen ✓  
Mr. Tracy ✓  
Mr. Carson ✓  
Mr. Egan ✓  
Mr. Hendon ✓  
Mr. Pennington ✓  
Mr. Quinn Tamm ✓  
Tele. Room ✓  
Mr. Nease ✓  
Miss Beahm ✓  
Miss Gandy ✓

MEMBERS PRESENT: H. H. Clegg L. V. Boardman  
R. T. Harbo E. Scheidt

EMPLOYEE SUGGESTS: That in those instances where the office of recovery in the National Motor Vehicle Theft Act Case conducts an investigation at the request of the office of origin and submits a teletype summary to that office, such teletype summary include the recovery value of the automobile involved thereby eliminating the necessity of writing a report merely for the purpose of setting forth the recovery value. He suggests that this procedure would eliminate the writing of unnecessary reports in many cases.

This suggestion has been considered by the Bureau's supervisor on the NMVTA desk and his recommendation is that the suggestion be given unfavorable consideration for the following reasons:

1. In the usual case and in all Unknown Subject cases the office of recovery is the office of origin.
2. Cases in which the office of recovery is not the office of origin and in which the office of recovery is requested to furnish a teletype summary of the investigation to the office of origin are very few and consequently this suggestion would not have any general application.
3. To adopt the suggestion would encourage offices of recovery, which were not offices of origin, to transmit teletype summaries in order to avoid the writing of a report and would increase communications expenses.
4. The small saving which would result from the elimination of some report writing would be more than offset either through the failure of the Statistical Section to properly credit recoveries or through the necessity for that Section to check files in all cases where recovery values were reported by offices other than offices of recovery.

RECOMMENDATION: The Joint Committee unanimously recommends unfavorably with the Bureau Supervisor in NMVTA Cases for the reasons given above.

LVB:PJ

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on September 25, 1946, those present being Messrs. Tolson, E. A. Tamm, Tracy, Harbo, Nichols, Callahan, Ladd, Hendon, Rosen, and Morgan, opposed this suggestion.

epm/er

Respectfully,  
For the Conference

E. A. Tamm

Clyde Tolson

Mr. Clegg

Copy filed in 66-2554

50 OCT 17 1946  
Mr. Clegg

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 18, 1946

FROM : SAC, Oklahoma City

SUBJECT: INVESTIGATIVE REPORTS - UNDEVELOPED LEADS

Reference is made to Bureau Bulletin No. 35, Series 1946, Section D, dated June 26, 1946, pertaining to the above entitled matter, in that in the Bulletin the statement is made that the requirement for re-stating leads is now eliminated and undeveloped leads once set forth should not subsequently be re-stated.

Reference is also made to Section 53-F, Part I, of the Handbook, dated August 26, 1946, which states that leads may be re-stated by the office of origin and the office of prosecution with not greater frequency than once every thirty days.

It would appear that these two statements are contradictory, and the Bureau's advice is requested in the premises.

DJW/ms

RECORDED

EX-91

66-2435-500  
37 OCT 21 1946

Let. to SAC, Oklahoma City  
10-25-46  
MC: MB

2

66-2435-500

SAC, OKLAHOMA CITY

October 25, 1946

DIRECTOR, FBI

INVESTIGATIVE REPORTS -- UNDEVELOPED LEADS

Your letter of October 18, 1946 referred to Bureau Bulletin No. 35, Series 1946, Section D, dated June 26, 1946 and also to Section 53-F, Part I, of the FBI Handbook, dated August 26, 1946 regarding undeveloped leads.

This is to advise that the instructions set forth in the referenced bulletin are still in effect and the FBI Handbook is being revised accordingly.

RECORDED

44-2435-505

JAC:NB

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

DEC 10 1946

J.H.C.  
in R.R.

## OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO: Mr. Rosen

DATE: 10-8-46

FROM: Mr. Callan

SUBJECT: SELECTIVE SERVICE CASES  
STAMPING REPORTS "FILE"

There is attached hereto a proposed Bureau Bulletin. During one week's survey on the inclusion of unnecessary information in reports, it was incidentally discovered that seven reports were received, five of them WVA, one TIS and one SS, with parole reports as enclosures, all stamped "File". There were 16 closing SS reports stamped "File". There was one report placing a SS case in a pending inactive status stamped "File".

Independent of this, there have come to my personal attention within the last few days nine closing reports in SS cases from several Field Offices stamped "File" as well as two reports in SS-Reemployment cases from two Field Offices stamped "File". The disregard of the Bureau's rule is very evidently widespread.

Whereas these individual instances have been called to the attention of the specific offices involved, it is felt that the attached Bulletin should be issued to generally correct the situation.

Attachment

CC:WCM

RECORDED

EX-58

66-2433-506

F B I

65 OCT 24 1946

55 OCT 25 1946



## OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO: THE DIRECTOR

DATE: 10-11-46

FROM: THE EXECUTIVE CONFERENCE

SUBJECT: SELECTIVE SERVICE CASES  
STAMPED REPORTS "FILE"

The Executive Conference today with Messrs. Tamm, Glavin, Morgan, Harbo, Nichols, Tracy, Ladd, and Rosen in attendance approved the attached Bureau Bulletin which calls attention to the fact that some Divisions are indiscriminately stamping Selective Service reports "File" without any regard to the provisions of Section 12-I of the Manual of Instructions, Volume II, Part II, pages 46 and 47.

Respectfully,

For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Hendon  
Mr. Clegg

DIRECTOR'S NOTATION "O.K.H."

AR:WW

60 53 OCT 31 1946

EX-58

RECORDED

INITIALS

65

OCT

1946

ORIGINAL

original copy filed in 65-4435-507

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. ROSEN

DATE: October 11, 1946

FROM : MR. CAGLIAN

SUBJECT: SURVEY OF REPORTS FOR UNNECESSARY  
INFORMATION FOR WEEK OF OCTOBER 7, 1946

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Mohr	_____
Mr. Carson	_____
Mr. Hendon	_____
Mr. Lamford	_____
Mr. Jones	_____
Tele. Room	_____
Miss Gandy	_____

During the week from October 7 to October 14, 1946, 250 reports which were stamped "File" were examined. It was determined that 15 of the reports received were unnecessarily designated for the United States Attorney.

Incidental to this survey, a number of additional errors were discovered as follows:

1. Reports stamped "File" with parole reports as enclosures - 11
2. Closing Selective Service reports improperly stamped "File" - 7
3. Dual character reports, Selective Service and NMVTA, etc. improperly stamped "File" - 3
4. Selective Service report reflecting the apprehension of a fugitive improperly stamped "File" - 1
5. Pending Inactive Selective Service reports improperly stamped "File" - 3
6. A pending NMVTA case properly stamped "File" but failed to set out leads.
7. Selective Service report setting forth the opinion of the United States Attorney but a copy not designated for the United States Attorney - 1

ACTION:

Appropriate letters are being directed to the Field in each of the above cases directing its attention to the error which was committed.

KD:mvd

RECORDED

EX-6

62  
OCT 25 1946

66-2435-508

Re

66-2435-509

CHANGED TO

C

66-5439-47



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. D. M. Ladd

DATE: October 1, 1946

FROM : J. C. Strickland

SUBJECT: REVIEW OF DIVISION 5 INVESTIGATIVE  
REPORTS STAMPED "FILE"

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

In accordance with instructions set forth in the Director's memorandum of August 20, 1946, a review of investigative reports stamped "File" received by Division 5 was begun on September 23.

During the week a total of thirty-two reports stamped "File", all received for this Division, was reviewed. Two reports under the character of "Ascertaining Financial Ability" were considered to be verbose, and the appropriate offices were advised by form letter.

This project will be continued for the ensuing 3 weeks during which time all reports marked "File" received for this Division will be reviewed.

BCB:JCS

RECORDED

INDEXED

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EX-28

FEB 12 1947

58 FEB 27 1947

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. D. M. Ladd

DATE: October 9, 1946

FROM : J. C. Strickland

SUBJECT: REVIEW OF DIVISION 5 INVESTIGATIVE REPORTS STAMPED "FILE"

A review of all of the thirty-five reports stamped "File" received by Division 5 during the week of September 30 resulted in the transmittal to appropriate offices of three form letters concerning reports containing unnecessary data. These were under the character of ascertaining financial ability.

This project will be continued for the ensuing two weeks.

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Mohr	
Mr. Carson	
Mr. Hendon	
Mr. Mumford	
Mr. Jones	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

BCB:hke

RECORDED

&  
INDEXED

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EX-58

166-2435-509X1  
F B  
1 FEB 12 1947

58 FEB 26 1947

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. D. M. Ladd

DATE: October 15, 1946

FROM : J. C. Strickland

SUBJECT:

*Reports*  
 REVIEW OF DIVISION FIVE INVESTIGATIVE REPORTS  
 STAMPED "FILE"

Mr. Tolson \_\_\_\_\_  
 Mr. E. A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Coffey \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen \_\_\_\_\_  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Egan \_\_\_\_\_  
 Mr. Gurnea \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. Pennington \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Beahm \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

A review of the thirty reports stamped "File" received by Division Five during the week of October 7, 1946, has disclosed one report which appears to be verbose. A form letter has been sent to the office concerned.

This project will be continued for one more week.

BCB:WMJ

RECORDED

&amp;

INDEXED

2/6

1

FEB 12 1947

EX-28

58 FEB 27 1947

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. LADD

DATE: October 21, 1946

FROM : MR. STRICKLAND

SUBJECT: REVIEW OF DIVISION FIVE INVESTIGATIVE REPORTS STAMPED "FILE"

a

A review of the 41 reports stamped "file" received by Division 5 during the week of October 14, 1946 disclosed one report containing unnecessary data. A form letter was sent to the office concerned.

This completes for Division 5 the review project outlined in the Director's memorandum of August 20, 1946.

BCB:ml

RECORDED

66-2435-50913  
1 FEB 12 1947

52 FEB 26 1947

66-2435-510

CHANGED TO

66-5439-48

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: October 7, 1946.

FROM : Mr. Callahan

SUBJECT: Survey of Reports for Unnecessary Information for Week of September 30 to October 4, 1946.

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Mohr	_____
Mr. Carson	_____
Mr. Hendon	_____
Mr. Mumford	_____
Mr. Jones	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Beahm	_____
Miss Gandy	_____

*Investigative Report*

During the above period, 250 reports which were stamped "File" were examined. As a result, it was determined that five of these reports were unnecessarily designated for the U. S. Attorney. In one of these five reports it also appeared that the undeveloped leads should have been covered and all of the investigation reported in one report.

Incidental to this survey; but not bearing upon the main purpose of the survey, a number of other errors were discovered. These errors are as follows:

1. Reports stamped "File" with Parole Reports as enclosures - 7.  
(It might be noted that of these seven reports, five were closing MAVTA reports, one was a closing Theft from Interstate Shipment report, and one was an RUC Selective Service report.)
2. Closing Selective Service reports improperly stamped "File" - 16.

Pending inactive Selective Service reports improperly stamped "File" - 1.

(It might be noted that one of these reports is a dual character report, Selective Service; MAVTA. This is an additional reason why this particular report should not have been stamped "File".

ACTION:

Appropriate letters are being directed to the Field in each of the above cases directing its attention to the error which was committed.

PFK:bw

RECORDED

EX-84

32 OCT 18 1946

58 OCT 28 1946

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: 10/21/46

FROM : Mr. Callan

SUBJECT: \*SURVEY OF REPORTS STAMPED "FILE"  
General Investigative Division Reports  
Four-Week Period, September 23 to October 21, 1946.

Mr. Tolson \_\_\_\_\_  
 Mr. E. A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Coffey \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen \_\_\_\_\_  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Egan \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. Pennington \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Beahm \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

During the four-week period September 23 to October 21, 1946, 1,000 reports received at the Bureau stamped "File" were examined. It was determined 40 of these reports containing no information of value to the initiation of prosecution had been designated for the United States Attorney. Two reports contained unnecessary data while two reports were considered too verbose.

Incidental to the survey the following additional errors were noted:

- |  |             |
|--|-------------|
| 1. Closing Selective Service reports received stamped "File" contrary to the instructions set forth in Part II, Section 12-I, Sub-Section 7 of the Manual of Instructions      | 41          |
| 2. Dual character reports SS, NMVTA, etc. received stamped "File" contrary to the instructions set forth in the above-mentioned Manual Section                                 | 6           |
| 3. Pending inactive Selective Service reports stamped "File" contrary to the instructions set forth in the above mentioned Manual Section                                      | 5           |
| 4. Selective Service Re-employment reports stamped "File" contrary to the instructions set forth in the above-mentioned Manual Section   | 3           |
| 5. Selective Service report reflecting the apprehension of a fugitive stamped "File" contrary to the instructions appearing in the above section of the Manual of Instructions | 1 <i>wh</i> |
| 6. Reports stamped "File" with Parole reports attached which necessarily must be furnished to an outside agency  | 24          |
| 7. Report setting forth the opinion of the United States Attorney, a copy not being furnished to the USA.  | 1           |
| 8. Pending NMVTA report stamped "File" failed to set out leads   | 1           |

MPC:MCM

63 NOV 7 1946

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INDEXED

25

EX-28

166-2435-512  
 67

Bulletin # 53

10/16/46

*Investigative Reports*

(F) SELECTIVE SERVICE CASES STAMPING REPORTS "FILE". — It has come to the Bureau's attention that some Divisions are indiscriminately stamping Selective Service reports "File" without any regard to the provisions of Section 12-I of the Manual of Instructions, Volume II, Part II, Pages 46 and 47.

There have been numerous instances of closing reports in Selective Service cases and of reports of Reemployment investigations under the Selective Service Act which have been stamped "File". Many of the closing reports involved had as attachments or enclosures parole reports. There have also been instances when parole reports themselves were received in the Bureau stamped "File". Obviously a parole report loses all significance unless copies are distributed to the appropriate officials in the Department.

The above-mentioned provisions of the manual are to be strictly complied with in the future and in the event it has been the practice of your office to disregard these provisions, you are instructed to advise the Bureau of the identity of any reports submitted by your office improperly stamped "File".

Very truly yours,

John Edgar Hoover

Director

59 NOV 12 1946 <sup>62</sup>

66-2435-  
NOV 8 1946

ORIGINAL FILED IN 66-03



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen *R*

DATE: October 21, 1946

FROM : Mr. Callan

SUBJECT: *\*S* SURVEY OF REPORTS STAMPED "FILE"  
General Investigative Division  
Week of October 14, 1946

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Hendon	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Beahm	_____
Miss Gandy	_____

During the week of October 14 to October 21, 1946, 250 reports received at the Bureau stamped "File" were reviewed. 16 of these reports contained no information of value to the initiation of prosecution but had been designated for the United States Attorney. One report, involving no Federal violation, consisting of 12 pages was considered too verbose.

Incidental to the survey, the following additional errors were noted:

- |   |    |
|---|----|
| 1. Closing Selective Service reports received stamped "File" contrary to Part II, Section 12-I, Sub-Section 7 of the Manual of Instructions                   | 14 |
| 2. Dual character reports, SS, NMVTA, etc. stamped "File" contrary to the instructions contained in the above mentioned Section of the Manual of Instructions | 2  |
| 3. Pending inactive Selective Service reports stamped "File" contrary to the instructions set forth in the above mentioned Manual Section                     | 2  |
| 4. Selective Service - Reemployment reports stamped "File" contrary to the instructions appearing in the above Manual Section                                 | 3  |
| 5. Reports stamped "File" with Parole reports as enclosures   | 6  |

ACTION:

Appropriate letters have been directed to the Field bringing to their attention the errors noted above.

MPG:MCM *mcm*

INDEXED

RECORDED

25

EX-28

62  
83 NOV 7 1946

66-24355-513  
*[Handwritten initials and marks]*

Director, FBI

October 30, 1946

SAC, Omaha

SELECTIVE SERVICE CASES  
STAMPING REPORTS "FILE"

Reference is made to Bureau Bulletin No. 53 dated October 16, 1946, Section F, captioned as above, which instructs the Field to advise the Bureau of the identity of any reports submitted which have been improperly stamped "File".

Set forth below are closing reports in Selective Service cases, which have been stamped "File":

1. Report of Special Agent MARION P. TURNER, Omaha, July 16, 1946, captioned HARVEY H. HOGAN - FUGITIVE - SELECTIVE SERVICE. Bureau File 25-132470.
2. Report of Special Agent JAMES L. FLOOD, Omaha, July 22, 1946, captioned ALBERT GABRIEL MUFFY, WITH ALIASES - SELECTIVE SERVICE. Bureau File 25-295379.
3. Report of Special Agent WILLIAM J. PARKER, Omaha, July 25, 1946, captioned CHARLES EDWARD GIFFORD, WITH ALIAS - SELECTIVE SERVICE.
4. Report of Special Agent WILLIAM F. QUICK, Omaha, September 3, 1946, captioned MALCOLM E. BOYER, FUGITIVE - SELECTIVE SERVICE.
5. Report of Special Agent WILLIAM E. GREEN, Omaha, September 25, 1946, captioned JAMES RICHARD CONDON, FUGITIVE - SELECTIVE SERVICE. Bureau File 25-185271.
6. Report of Special Agent EDWARD V. KADELM, Omaha, August 26, 1946, captioned JESSE JUANES GARCIA - SELECTIVE SERVICE.
7. Report Special Agent RICHARD C. KOPER, Omaha, August 14, 1946, captioned THOMAS KOSS - SELECTIVE SERVICE.
8. Report Special Agent S. DONALD DUFFEE, Omaha, June 27, 1946, captioned OLIVE WILLIAMS - SELECTIVE SERVICE.
9. Report Special Agent ARTHUR C. LARSON, Omaha, July 29, 1946, captioned DONALD GELBY LOPEZ, WITH ALIASES, FUGITIVE - SELECTIVE SERVICE, RESISTER. Bureau File 25-133231.

RECORDED

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60 FEB 14 1947

No: SELECTIVE SERVICE CASES  
STAMPING REPORTS "FILE"

10. Report of Special Agent EDWARD F. DRICK, Omaha, May 13, 1946, captioned MANUEL BERNANDEZ MARTI - SELECTIVE SERVICE.

Bureau Bulletin No. 36 dated July 3, 1946, Section A, entitled "STATISTICS" states as follows:

"Reference is made to the chart transmitted to the Field with SAC Letter No. 62 dated May 27, 1946 entitled Stamping Reports "File", indicating the reports which should be stamped "File" and certain exceptions. The last mentioned exception (number 9) covering reports with statistics should be crossed out and disregarded since the synopsis of all reports are scanned by statistical clerks at the Bureau."

Further, it states that

"All statistical data mentioned above are recorded for Selective Service Act cases broken down by a specific act. In addition a record of the number of cases closed by reason for closing is recorded from closing investigative reports and the Selective Service log forwarded with the monthly administrative report.

The chart above referred to when this above amendment was made does not indicate that closing Selective Service cases are an exception to the reports which should be stamped "File", and accordingly the reports above listed were stamped "File" inasmuch as it was felt that all statistical data was being recorded therefrom.

Further reference is made to the case entitled JOHN LEWIS CATLIN, with aliases, FUGITIVE - SELECTIVE SERVICE, Bureau File 25-101632. In this case the Bureau by letter dated July 22, 1946, made reference to the closing report of Special Agent RICHARD C. KOBER dated May 23, 1946, at Omaha, Nebraska, which was forwarded to the Bureau stamped "File". The Bureau letter states that inasmuch as the report was so stamped, it was placed in the Bureau's file without receiving supervision. In reply to this letter in Omaha memorandum dated July 25, 1946, the Bureau was advised that while this Office had made an error in stamping that report "File" that in view of the more recent instructions set forth in Bureau Bulletin No. 36 dated July 3, 1946, Section A, which specifically instructs that reports containing statistical information be stamped "File", that this Office would in the future continue to stamp Selective Service cases "File" which did contain statistical information.

Re: SELECTIVE SERVICE CASES  
STAMPING REPORTS "FILE"

Inasmuch as recent Bureau Bulletin No. 53 dated October 16, 1946, specifically instructs that closing Selective Service cases are not to be stamped "File", all such cases in the future will be properly handled by this Office.

EAD:ALB

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 10/31/46

FROM : SAC, San Diego

SUBJECT: SELECTIVE SERVICE CASES,  
STAMPING REPORTS "FILE"

Reference is made to Section (F) of Bureau Bulletin #53 dated October 16, 1946 which instructed field offices to advise the Bureau of the identity of Selective Service reports submitted which were improperly stamped "File".

It has been the practice of the San Diego Field Division to stamp closed Selective Service reports "File" since receipt of Bureau Bulletin #36 dated July 3, 1946. Section (A) of this Bureau Bulletin referred to SAC letter #62 dated May 27, 1946 which listed reports to be stamped "File" which list did not include closing Selective Service reports. This list did include Selective Service reports in which statistics were recorded resulting in all closing Selective Service reports being stamped "File". However, Bureau letter #36 dated July 3, 1946, stated that all reports were scanned by statistical clerks at the Bureau and that reports now setting out statistics which did not fall under any of the other exceptions should be stamped "File".

It was for this reason that the San Diego Field Division stamped closed Selective Service reports "File" where they fell under none of the other exceptions.

The following is a list of the closed Selective Service reports submitted to the Bureau which were stamped "File":

<u>Title</u>	<u>Date of Report</u>	<u>San Diego File Number</u>
✓ FERNANDO VALIADEZ-SALSEDO	September 9, 1946	25-3468
✓ ABRAHAM CHARLES AZAR	July 31, 1946	25-4431
✓ MIGUEL PACHECO GUTIERREZ	July 23, 1946	25-8586
✓ EDWARD GORDON	August 28, 1946	25-8838
✓ REGINA FERNANDEZ	September 12, 1946	25-8974
✓ JOE SAMUEL EMERICK	July 31, 1946	25-9032
✓ PHILIP CORDERO AGUNDEZ	August 29, 1946	25-9191
✓ BURLLES SAMUEL	July 24, 1946	25-9194

RECORDED & INDEXED  
EX-28  
166-2435-515  
NOV 6 1946

57 DEC 2 1946

<u>Title</u>	<u>Date of Report</u>	<u>San Diego File Number</u>
✓ RAYMOND W. AARON	September 19, 1946	25-9236 25-297347
✓ PABLO MICALIA GUTIERREZ	August 7, 1946	25-9246 25-299343
✓ ROBERT DALE WILSON	September 18, 1946	25-9252 25-297221
✓ RAMIRO CONTRERAZ	July 23, 1946	25-9270 25-295818
✓ ROBERT QUIJADA TEIXEIRA	August 15, 1946	25-9341 25-299502
✓ AUGUSTINE TORRES SANDOVAL	August 23, 1946	25-9363 25-299704
✓ JOHN CHARLES DER BOGHOSIAN	July 24, 1946	25-9398 25-299001
✓ BENJAMIN SAMBRANO GUZMAN	September 4, 1946	25-9400 25-299461
✓ ESTEBAN GARCIA LOPEZ	September 4, 1946	25-9401 25-299396
✓ RAFAEL JIMENEZ	July 29, 1946	25-9463 25-298172
✓ ILDEFONSO OLIVARES MUNOZ	September 13, 1946	25-9464 25-298233
✓ DAVID ALVAREZ MADRIGAL	September 24, 1946	25-9473 25-188842
✓ ANTONIO RIVAS REGALADO	September 4, 1946	25-9476 25-298478
✓ JESSIE NEWTON BENSON	September 5, 1946	25-9479 25-299851
✓ MANUEL ACEVEZ PADILLA	August 16, 1946	25-9487 25-299506
✓ LUIS ORTIZ HERNANDEZ	August 28, 1946	25-9492 25-298326
✓ ANASTASIO BUSTAMANTE MORENO	August 28, 1946	25-9493 25-298326
✓ JESUS MEDINA GOMEZ	September 5, 1946	25-9501 25-300010
✓ MANUEL GUEVARA GODINES	October 8, 1946	25-9502 25-299314
✓ ANTONIO ORTIZ GONZALEZ	September 12, 1946	25-9508 25-300265
✓ JOSE ANTONIO GARCIA RODRIGUEZ	September 16, 1946	25-9513 25-267036
✓ JUAN RAMIREZ MARTINEZ	August 16, 1946	25-9514 25-299520
✓ JOSE VARGAS	October 7, 1946	25-9526 25-299654
✓ CARLOS ESTRELLA PORTILLO	August 27, 1946	25-9543 25-299229

<u>Title</u>	<u>Date of Report</u>	<u>San Diego File Number</u>
✓ FELIPE TINOCO HERNANDEZ	September 17, 1946	25-9555 25-300476
✓ ROSARIO LOPEZ CORELLA	October 3, 1946	25-9560 25-299565
✓ JUAN SALVADRA MEDEL	October 4, 1946	25-9563 25-300702
✓ LUIS ARMENDARIZ VEGA	October 4, 1946	25-9565 25-299543
✓ JOSE CASTILLO MOSQUEDA	September 11, 1946	25-9568 25-300215
✓ JESUS FUENTES HERNANDEZ	September 12, 1946	25-9600 25-300219
✓ MANUEL CORDOVA ONTIVERAS	October 7, 1946	25-9561 25-299544
✓ MANUEL JUAREZ	August 29, 1946	25-9567 25-298676
✓ ROBERTO TORNERO-CASTELLANOS	August 27, 1946	25-9462 25-298205
✓ FERMIN GARDUNO HERMOSILLO	August 5, 1946	25-9450 25-297968
✓ JOSE ANGEL RODRIGUEZ	August 1, 1946	25-9449 25-298028
✓ DANIEL DE LA TORRE	August 19, 1946	25-9439 25-297880
✓ TOMAS CABRERA MONTOYS	August 16, 1946	25-9421 25-299529
✓ JESUS BARRANZA AMBRES	October 4, 1946	25-9424 25-297826

In the future closed Selective Service reports will not be stamped "File" by the San Diego Field Division.

JJM:amg  
25-00

66 - 2435 - 516, 517, 518

CHANGED TO

66 - 5439 - 51, 50, 49



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 25, 1946

FROM : SAC, St. Louis

SUBJECT:

Reference is made to Bureau Bulletin No. 53, Series 1946, dated October 16, 1946, Section F.

Your attention is respectfully invited to provisions of SAC Letter No. 62, Series 1946, dated May 27, 1946, entitled "Stamping Reports 'File.'" The chart enclosed in SAC Letter No. 62 states with respect to stamping File on Selective Service reports that all Selective Service reports should be stamped File with five exceptions.

Furthermore, by Bureau Bulletin No. 36, Series 1946, dated July 3, 1946, Section A, the above referred to chart was amended with respect to Section 9 of the portion of the chart captioned "Exceptions to Stamping 'File.'" By virtue of Bureau Bulletin No. 36 it would appear, for example, that Selective Service reports containing statistics were to be stamped File, except the five types of Selective Service cases mentioned in the same chart.

Based upon provisions of SAC Letter No. 62 and Bureau Bulletin No. 36, the St. Louis Field Office has followed the practice of stamping for File Selective Service reports containing statistical data. In the future, this office will follow the provisions of Section 12-I, Manual of Instructions, Volume 2, Part 2, Pages 46 and 47, and will disregard provisions of SAC Letter No. 62 and Bureau Bulletin No. 36 abovementioned. Inasmuch as the stamping of Selective Service statistical reports is the only variance committed by this office from provisions of Section 12-I, and inasmuch as Bureau Bulletin No. 36 states that statistics are taken from the synopsis of all reports at the Bureau, no review of the St. Louis Office files will be made for the statistical reports unless the Bureau instructs to the contrary.

HKM:hml

RECORDED

INDEXED

166-2435-578X  
F B I  
31 FEB 17 1947R137  
Handbook  
Comments  
Research  
60 FEB 27 1947

## Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, F.B.I.

DATE: October 30, 1946

FROM : SAC, MILWAUKEE

SUBJECT: STAMPING SELECTIVE SERVICE REPORTS "FILE"

Reference is made to Section "F" of Bureau Bulletin No. 53, dated October 16th, 1946, which dealt with the fact that some offices have been indiscriminately stamping Selective Service reports "FILE", without regard to the provisions of Section 12-I of the Manual of Instructions, Volume II, Part II, Pages 46 and 47.

A review of the files of this office regarding instructions on stamping Selective Service cases "FILE" reflects that varying instructions, which are difficult to reconcile, have been received from the Bureau.

By SAC LETTER NO. 62, dated May 27th, 1946, the Bureau forwarded a mimeographed chart captioned "REPORTS IN THE FOLLOWING CASES SHOULD BE STAMPED 'FILE'". This chart indicated that Selective Service reports were to be stamped "FILE", except the following:

Bribing of Officials;  
Counselling, Aiding, or Abetting Evasion;  
Conscientious Objectors;  
Conspiracy to Evade Act;  
Recalcitrant Industry.

By letter dated June 14th, 1946, captioned "STAMPING REPORTS 'FILE'", I called to the Bureau's attention the exceptions in Selective Service cases which are not to be stamped "FILE". I pointed out that the chart omitted the following exceptions which the Bureau had previously advised should not be stamped "FILE":

- (1) Those involving interference by force or violence with the administration of the Act;
- (2) Irregularities of members of Draft Boards;
- (3) All Closing reports in Selective Service cases.

By letter dated June 21st, 1946 the Bureau replied to my letter as follows:

"The additional exceptions in Selective Service cases; namely, those involving interference by force or violence with the administration of the Act and irregularities of members of Draft Boards are being added to the chart on its next printing. Closing reports in Selective Service cases should be stamped 'FILE'."

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REPORTS

EX-42

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166-2435-578X1

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Letter to Bureau  
Re: Stamping SS Reports "File"  
10/30/46

Upon receiving these instructions from the Bureau, the charts were changed accordingly in this office. It was assumed that they superseded the instructions in the Manual Section referred to previously. However, in reviewing Page 47 of Section 12-I of the Manual of Instructions, Volume II, Part II, it is noted that it is dated August 12th, 1946, six weeks subsequent to the above-mentioned Bureau letter, yet Section "L" indicates that "All Closing reports are not to be stamped 'FILE'".

It will be appreciated if the Bureau will advise me whether the instructions as given me in its letter of June 21st, 1946 are to be followed, or whether the provisions of Section 12-I - 7(E) supersede these. If the latter is the case, then it is respectfully suggested that "All Closing Selective Service reports" be included as one of the exceptions to stamping reports file on the chart which has been forwarded to all offices.

It will also be noted that Pages 46 and 47 of the Manual of Instructions, Volume II, Part II, list other cases of Selective Service reports which should not be stamped file, which were not entered on the list furnished to all Field Offices for use as a check list in stamping reports "FILE". For example, the rule on stamping "FUGITIVE" reports file is not the same as that shown on the charts, and the stamping of reports reporting fugitive apprehensions was specifically changed on the charts by subsequent Bureau Bulletin No. 36, Paragraph "A", dated July 3rd, 1946, wherein it was pointed out that all statistics reports may now be stamped "FILE", since such information is taken off of all reports by Bureau Clerks.

It is suggested that the Bureau may desire to clear this matter up in the minds of all Field Offices.

JWS:mvg  
#25-00  
cc: 66-00

66-2435-519

CHANGED TO

66-5439-52

## OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR  
FROM : MR. EDW. A. TAMM

DATE: December 5, 1946

## SUBJECT:

*See Investigative Reports*

At the request of Mr. Douglas McGregor, I called at his office on Wednesday morning, December 4th. Mr. McGregor had before him a Bureau report on an applicant for restoration of civil rights. McGregor raised the question of the Bureau's using symbols to designate confidential sources who are either informants or who otherwise did not want their names set forth in the investigative reports. I went into some detail in explaining to McGregor the reasons behind the use of the informant symbols since McGregor was of the opinion that this practice should be dropped, except in security cases, "now that the war was over."

I outlined some of the difficulties which the Bureau had in the past in protecting its sources of information and pointed out that because of these experiences and the resulting shutting off of sources of information to the Bureau, it had been necessary for you to adopt this procedure to protect the Bureau's sources. At the beginning of the discussion, Mr. McGregor was of the opinion that the whole system should be dropped, but towards the end of the discussion, he had reached the point where his only tangible suggestion was that these sources of information designated by symbols be lumped together in one part of the report and Roman numerals used instead of Arabic and letters. I pointed out to McGregor that fundamentally the use of the informant's information was placed in that section of the report where it appeared to be most logical to the over-all report. Ultimately, McGregor stated that he did not desire to recommend any change in this procedure but did think that the Bureau might desire to review the entire program to make certain that the present practice is the most satisfactory one.

I will bring this matter up at the Executive's Conference for discussion, although my immediate reaction is that the program as we presently carry it out should not be changed.

EAT:ml

Director's notation: "OK. Review it so we can make certain of best procedure to follow. H."

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## Office Memorandum • UNITED STATES GOVERNMENT

to : Director, FBI

DATE: November 18, 1946

FROM : SAC, Savannah

SUBJECT: ~~Title of Reports~~*Investigative Reports*

Reference is made to paragraph 2, Section 11-G, of the Manual of Rules and Regulations which provides that if additional aliases are discovered during the course of an investigation the report setting out such investigation shall list the new aliases, but that it is not necessary to set forth the complete title.

This office at the present time is following the practice of setting forth only the true name of the subject in the report and listing new aliases in the first paragraph of the details. It has occurred to me, however, that these new aliases will be more certain to be indexed in offices receiving copies of the report if the new aliases were listed in the title. I believe that the referenced section of the Manual could be interpreted to require that the new aliases be listed in the title, and I would like to be advised whether the practice presently being following is correct. In the event it is correct, I would like to suggest that the Bureau require that new aliases be listed in the title of reports even though it is not necessary to set forth the complete title.

DKB:BLH

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EX-3

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Ans. by Bureau Bulletin  
Typed 11-29-46  
JLC:RB

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SAC, SAN ANTONIO

1/13/47

DIRECTOR, FBI

REPORT WRITING

Your communication of December 27, 1946 requested that the Bureau's views be expressed concerning the distribution of a suggested memorandum among the Agents of the San Antonio Office concerning the subject of report writing. This memorandum has been reviewed and it is believed that all of the salient provisions are presently contained in the FBI Handbook. Whereas it is highly desirable to discuss the subject of report writing at group and individual conferences with Special Agents, it is not believed necessary to distribute such a memorandum to the employees of the San Antonio Division.

jac:hd

RECEIVED DIRECTOR  
U.S. DEPT. OF JUSTICE  
JAN 13 4 28 PM '47

RECEIVED READING ROOM  
FBI  
U.S. DEPT. OF JUSTICE

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

JAN 13 1947 P.M.

56 JAN 23 1947

*John*

**Federal Bureau of Investigation  
United States Department of Justice**

478 Federal Building  
San Antonio, Texas  
December 27, 1946

IN REPLY, PLEASE REFER TO  
FILE NO. \_\_\_\_\_

Director, FBI

Re: REPORT WRITING

Dear Sir:

Considerable doubt exists in the minds of the agent personnel, inclusive of the writer, as to when a report should be written and when some other form of communication should be prepared. During the Agents' Conference on December 19, 1946 a very comprehensive discussion of the subject was led by Assistant Special Agent in Charge B. C. BROWN, who reviewed all Bureau Bulletins and discussed the problem of report writing from the Bureau's standpoint.

In order to crystallize the instructions for agent personnel as a matter of ready reference, consideration is being given to the distribution of a memorandum to all employees. Further, it is intended that this memorandum will provide the guidepost for future reporting, whether it be by report, letter, or memorandum. A draft of such a memorandum is attached, and it will be appreciated if the Bureau will review instant memorandum and furnish this office with its comments. The memorandum will not be distributed until Bureau approval is received.

Very truly yours,

*M. W. ACERS*

M. W. ACERS  
SAC

MWA/lt

AIR MAIL

(Enclosure)

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EX-32

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15 DEC 30 1946

*[Handwritten signatures and initials]*

*Let. to San Antonio  
11/3/47  
JAC:ld*



ROUGH DRAFT

MEMORANDUM TO ALL EMPLOYEES:

Re: REPORT WRITING

For your ready reference and assistance in determining when a report should be written, the following summary of Bureau Regulations and Policy has been prepared:

A. INVESTIGATIVE REPORTS SHOULD BE SUBMITTED WHENEVER AN INVESTIGATION IS CONDUCTED, EXCEPT IN THE FOLLOWING INSTANCES:

1. Bureau applicant investigations (teletype)
2. FBI National Academy applicant investigations (teletype or letter).  
Only derogatory information should be furnished the Bureau. In the absence of derogatory information, the teletype will read, "Investigation completed. No derogatory information."
3. Cases closed administratively. All classification of cases, except those cases which have information of possible intelligence value, in which all of the following circumstances exist, may be closed administratively:
  - (1) When the investigation would have been included in an initial opening, and closing investigative report.
  - (2) Where no process was issued.
  - (3) Where the inquiry did not originate on the basis of a request from the Bureau.
  - (4) Where the information developed was negative and trivial, and no special reason exists for advising the Bureau.  
Note: Even though positive information is received which justifies presentation to the United States Attorney for his opinion, it will not be necessary to submit a report to the Bureau if he declines prosecution and in the opinion of the SAC no special reason exists for notifying the Bureau because of the trivial nature of the case. In this case a brief letter to the U. S. Attorney with a copy for the file should be prepared and include: (a) Brief synopsis of the facts developed; (b) the opinion of the United States Attorney; (c) names and addresses of persons interviewed.
4. When instructions are received to discontinue an investigation, the agent will not dictate a detailed report, but instead will place a brief memo in the file showing the names and addresses of persons interviewed and a brief paragraph summarizing all pertinent information received. A rough draft report already prepared may be placed in the file without additional typing.
5. When the cases are RUC'd by teletype or when negative information is summarized in a letter to the Bureau resulting from an interview pursuant to Bureau instructions.

ENCLOSURE

66-2435-522

B. STATUS REPORTS:

No report shall be written merely for the purpose of removing a case from a delinquent status or to prevent it from becoming delinquent.

C. WRITE REPORTS:

1. When sufficient investigation has been conducted to make a report worthwhile. On most active cases on which there will be prosecution this will be at least every 45 days, for the good of the case. Don't leave a lead dangling without a brief explanation on the lead sheet.
2. Instead of a lengthy memo (over one page). If you believe a report will ultimately have to be written, don't waste your time and the time of a stenographer by duplicating the material in a memo. Leads for another resident agency in this Field Division may be set out in a report.
3. Instead of a lengthy letter (over one page) to another office setting out leads and background information.

D. QUALITY OF REPORTS:

1. THINK WHEN DICTATING:

Is this evidence admissible?

Does the United States Attorney need this information as trial background?

Will this material further the investigation?

2. Administrative matter, unnecessary, extraneous and inconsequential material should not be included in reports. Background material, application of special techniques, etc., should usually go to the Bureau by letter.

E. REPORTS TO UNITED STATES ATTORNEY:

1. Do not designate copies for the United States Attorney unless they contain information of value to him, i.e., reports of investigations looking toward the apprehension of a fugitive should not be furnished the U. S. Attorney.
2. If for a special reason the U. S. Attorney requires a report which would not otherwise be written or furnished him, prepare it, and explain this by a sentence on the undeveloped leads page.

F. COMMON SENSE, GOOD JUDGMENT AND ECONOMY OF PERSONNEL SHOULD CONTROL IN DETERMINING WHEN A REPORT SHOULD BE WRITTEN AND WHAT IT SHOULD CONTAIN.

M. W. ACERS  
SAC

December 12, 1946  
Bureau Bulletin No. 63  
Series 1946

(B) SOURCES OF INFORMATION -- SYMBOL NUMBERS. -- It is essential, in order that the Bureau's procedure may not be subject to justifiable criticism, that symbols not be used except when there is some real reason and justification for withholding the name of an informant or source of information. Great care must be exercised by all agents in preparing investigative reports to refrain from designating any source of information by a symbol number unless there is a substantial reason and justification for designating the source of information by the symbol. Of course the present practice of designating information obtained through technical surveillances by symbol should be continued.

Very truly yours,

John Edgar Hoover

Director

Investigative  
- and -  
Reports

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/15/83 BY SP8 BJA/ac

December 11, 1946  
Bureau Bulletin 62  
Series 1946

(D) REPORT WRITING - CHANGE IN TITLE - Reference is made to Bureau Bulletin No. 19 (D), dated April 4, 1946, which stated that the complete title will not be required in instances where the title of a report is changed. Care should be exercised to see that actual modifications are explained in the first paragraph of the details of the reports.

Whenever an investigation indicates the title of previous reports has not indicated all of the names and aliases of the subjects or victims or other information ordinarily included in the title, the newly discovered information should be included in the title and the title marked "Changed." The first paragraph of the details should explain the reason for marking the title "Changed." As previously indicated in Bureau Bulletin No. 19 (D), it is not necessary to set forth the complete title merely because the title has been marked "Changed."

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For Mr C

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: December 17, 1946

FROM : SAC, BALTIMORE

SUBJECT: ~~FILE~~ STAMP INSTRUCTIONS*Investigative Reports*

The following suggestions of Special Agent FRED S. BAUKNIGHT of this office are being submitted for the Bureau's consideration.

The basic chart attached to SAC Letter dated May 27, 1946, with Section 9 concerning statistics deleted in accordance with Bureau Bulletin #36, dated July 3, 1946, is currently being used by the supervisory staff in Baltimore in deciding on the use of the stamp. The chart includes Selective Service cases. However, Bureau Bulletin #53 dated October 16, 1946 indicates that the instructions contained in the Manual of Instructions, Part II, Volume II, Page 46 (last revised August 12, 1946) should be followed in the Selective Service cases.

The Manual reference contains the following exceptions not included in the chart, or which conflict with the chart as indicated:

1. Cases involving malingering or the furnishing of false information to evade service.
2. Cases of interference by force or violence with the administration of the Selective Service Act.
3. Cases involving draft board members or employees (the chart covers this partially as "Bribery of Officials")
4. Cases involving members of organizations such as Jehovah's Witnesses, Nationalist Party of Porto Rico, Moslems, etc.
5. Fugitive Reports initially reporting fugitive as subject, (also) changing title and reporting apprehension. (Chart exception "any fugitive reports up to and including the report which definitely identifies the subject with a known criminal record in the Identification Division". Also, "a report changing the title of a fugitive subject". There was deleted from the chart the exception of reports setting forth fugitives apprehended.)
6. All closing reports.

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7. Reports containing sentences, fines and acquittals.  
(Deleted from the chart)
8. All dual character reports
9. Reemployment investigations
10. Summary Reports in P.L. 431 cases.
11. Reports placing cases in pending inactive.

The chart includes the following not included in the Manual reference:

1. Fugitive Reports up to identification with an FBI fingerprint record.
2. A summary report (presumably both prosecutive and investigative)
3. A report of value to the Department or to some other Government Agency.

In addition, the latest Bulletin reference, Bureau Bulletin #53, dated October 16, 1946, contains the following instructions not contained in either the chart or in the Manual:

"Many of the (Selective Service) closing reports involved (erroneously stamped 'file') had as attachments or enclosures parole reports. There have also been instances when parole reports themselves were received in the Bureau stamped 'file'. Obviously a parole report loses all significance unless copies are distributed to the appropriate officials."

The exception of closing reports is included in the Manual reference and the stamping of parole reports, while not specifically named, would be included in the exception concerning those reports of interest to the Department and other Government Agencies as set forth in the chart. However, the above quoted instruction seems to indicate that reports with enclosures should not be stamped "file"

Director, FBI

December 17, 1946

and that if they are so stamped, the enclosures will not be properly distributed. This interpretation is strengthened by instructions contained in Bureau Bulletin #41 dated July 31, 1946 that reports enclosing Wanted Notice Removal Forms should "obviously" not be stamped "file". From this, it appears that any report containing any enclosure such as disposition sheets and probation flashes should not be stamped "file".

This memorandum so far has dealt solely with Selective Service cases. However, the question arises as to whether reports bearing a character other than Selective Service should be stamped "file" if enclosures are attached. The question also arises as to whether dual character cases not involving Selective Service should be stamped "file" if the report does not fit an exception under any of the characters included, and whether a dual character case involving Selective Service should be stamped "file" if the report does not fit the exceptions in the chart as to the other characters. Should a report in a case other than Selective Service be stamped "file" when it initially reports a subject as a fugitive when the subject has already been identified with an FBI fingerprint record, and should a report other than Selective Service placing the case in a pending, inactive status be so stamped?

It is suggested that the Bureau ~~be requested to~~ clarify the above points by issuing a revised chart for use in stamping, in the form of a revision of Manual of Rules and Regulations, Section 11-R (Approval of Reports). This chart should cover all classifications, including Selective Service and should supersede all previous instructions. The Manual of Instruction Provisions for Selective Service cases would then be deleted.

FSB;KLS



FEDERAL BUREAU OF INVESTIGATION  
FOIPA  
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